

**City of Waukegan**

License No. \_\_\_\_\_

Collector's Office

100 N Martin Luther King Jr Ave -Waukegan, Illinois 60085

(847) 599-2560 - (847) 360-0334- Fax: (847) 599-2821- www.waukeganweb.net

**Business License Application**

**Business Information:**

Describe the product or service provided: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Illinois Sales Tax ID No: \_\_\_\_\_ FEIN No: \_\_\_\_\_

Area to be occupied by Business (sq ft): \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Check type of Business:

\_\_\_\_ Corporation \_\_\_\_ Sole Proprietorship \_\_\_\_ Partnership \_\_\_\_ Firm \_\_\_\_ Association \_\_\_\_

Check any of the following that apply: \_\_\_\_ Home Based \_\_\_\_ Not-for-Profit \_\_\_\_ Non-Profit

**Business Owner Information:**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_

Has owner(s) ever been convicted of a felony or misdemeanor? \_\_\_\_\_

(If yes please explain, use additional sheet if necessary)

**Property Owner Information:**

Owner or Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**Responsible Billing Party Information:**

Name: \_\_\_\_\_

Relationship to Business: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reviews required:

	Approved	Not Approved	Comments/Signature
Building Department			
Code Enforcement			
Fire Prevention			
Planning & Zoning			
Police Department			

**Notes: A \$25 non-refundable application fee is required**

All signs require a permit please contact the Building Department at (847) 625-6870

All restaurants or businesses selling food must contact the Lake County Health Department at (847) 526-1125