



Northbrook Business License Procedures

- 1) Complete the Zoning Analysis form and email it to Jennifer Maisch of the Development and Planning Department (jennifer.maisch@northbrook.il.us). This is to ensure the type of business you are looking to open is zoned for that property. If you are planning to put up a sign, please contact her for a sign permit as well (847) 664-4055.
- 2) Complete the Business License application form and email to businesslicense@northbrook.il.us. If you have questions please call 847-664-4010.
- 3) If there are proposed alterations to the space (plumbing, electrical, adding or removing walls, etc.) that require a permit, contact Nick Desario of the Development and Planning Department (847) 664-4053 (nick.desario@northbrook.il.us) to discuss any permit submittal requirements.
- 4) If the business is a new food service establishment or change of ownership to an existing food service establishment, please contact Nick Desario of the Development and Planning Department (847) 664-4053 (nick.desario@northbrook.il.us) to schedule a required sanitation inspection.
- 5) Contact Kevin Frangiamore of the Fire Department (847) 664-4501 (kevin.frangiamore@northbrook.il.us) to schedule a fire safety inspection, even if you do not have inspections by Development and Planning.
- 6) Once you have received your Zoning Analysis approval, approval from Development and Planning (if you have inspections), and approval from the Fire Department, then you will receive a Business License invoice. Once the invoice is paid, you will receive a business license.

If you are looking to open a Kiosk in Northbrook Court:

- 1) Is it a permanent kiosk built by the vendor? If so, visit the Northbrook website (<https://www.northbrook.il.us/679/Northbrook-Court-Kiosk>) to submit a permit application and verify the code requirements. Also submit a location plan, elevations, and the electrical plan as part of the permit application. Submissions must be turned in by hand to the Village Hall, 1225 Cedar Lane. Please reach out to Jackie Clawson at (847) 664-4054 for any questions related to permanent kiosk permits.
- 2) Is it a kiosk that has previously been built by Northbrook Court? Please reach out to Kevin Frangiamore (kevin.frangiamore@northbrook.il.us) for an inspection by the Fire Department, and please submit a map showing the location of the kiosk.
- 3) Is it a kiosk previously built by Northbrook Court, and only for temporary (no more than 180 days) use? Reach out to Kevin Frangiamore for inspection/ submit a map of the location. A Kiosk application with Development and Planning is NOT needed for a temporary use.

License No.	_____
Amount:	_____
Code:	_____



Village of
Northbrook

*The Village of
Northbrook 1225 Cedar
Lane Northbrook, IL
60062 847-664-4013
Fax - 847-272-1892
Contact: Debbie Foro*

2022 Business License Application

1	<input type="checkbox"/> New Business Annual License Renewal Business Name Change Ownership Change Address Change
	<input type="checkbox"/> Seasonal Opened after June 30th Tobacco License Retail Mobile Unit (Kiosk) at Northbrook Court

*****All items must be completed or marked N/A if not applicable*****

2	Business Information	FEIN No.: _____	Sales Tax No.: _____
Type of Business: _____ (If Bank, are you Federally chartered Y/N)			
Northbrook Business Name: _____ D/B/A _____			
Northbrook Business Address: _____ Suite: _____			
City/Zip (if not Northbrook) _____ Business Phone: _____			
Fax Number: _____ Emergency Phone: _____ Business Email: _____			
Do you sublet to another business: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, to whom? _____			
Manager/Contact Information:		Business Website:	
Name: _____ Phone: _____ E-mail: _____			

3	Billing Information (For RENEWAL- If there's no change from last year, mark box. NO CHANGE)
Complete this section if a new application or there is a change from prior year:	
Send Billing Info to: Contact Name: _____	
Address: _____ City/State: _____ Zip: _____	
Phone: _____ E-mail Address: _____	

Illinois has a Freedom of Information Act pertaining to public records. Most written communications (including any "Business Information" or "Billing Information" (Sections 2 and 3) identified on this application) to or from village officials and staff could be considered public records which would be available to the public and media upon request. Include only that information related strictly to the business in this section.

4	Personal Information (For RENEWAL- If there's no change from last year, mark box. NO CHANGE)
Complete this section if a new application or there is a change from prior year:	
Owner or Principal Officer: _____ Personal Phone: _____	
Address: _____ City/State: _____ Zip: _____	
Owner or Principal Officer: _____ Personal Phone: _____	
Address: _____ City/State: _____ Zip: _____	

PLEASE CONTINUE ON REVERSE

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Landlord Information (For RENEWAL- If there's no change from last year, mark box. No Change:

Landlord/Company Name: _____

Address: _____ City/State: _____ Zip: _____

Contact Name: _____ Phone: _____

LICENSE INFORMATION

License Category: If applicable, please indicate the number of brokers, motel/hotel rooms, billiard tables, vending machines (food and or drink), gas pumps, amusement devices, animal cages.

Object**Number****Who Owns Devices/Machines/Location of Machines**

Object	Number	Who Owns Devices/Machines/Location of Machines
6 Amusement Devices	# of devices:	
Video Rental Machines	# of machines:	
Food/Drink Vending Machines Insert Number of:	Food: Drink:	
Ice/Milk Storage	How many?	
Gasoline Pumps	# of Pumps: _____	# of Nozzles: _____
Restaurant/Theater	Seat capacity:	
Motel/Hotel	# of rooms:	
Pool/Billiards	# of tables:	
Pet Shop or Kennel	# of cages:	
Retail/Grocery Store	Gross Sq. Ft:	Food Processing Sq Ft:
Ticket Agents/Brokers	# of agents:	# of brokers:

If there is no change for any required information under "section 6" please initial.

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Falsification or omission of any information on this application may be grounds for denial or revocation.V' Has the applicant(s) been convicted of a felony? No Yes V' Has the applicant(s) been convicted of any crime of moral turpitude? No Yes V' Has the applicant(s) unsuccessfully defended a civil proceeding wherein he or she was charged with fraud, misrepresentation or unscrupulous business practices? No Yes ******If you answer YES to any of the questions above, please provide additional information:**_____
_____**AFFIDAVIT**

I (we) swear and affirm that I (we) will not violate any of the Ordinances of this Village or the laws of the State of Illinois or of the United States of America in the conduct of the place of business described in this application and that the statements contained in this application are true and correct to the best of my knowledge and belief.

Date: _____ **Signature of Owner OR Manager:** _____