



BUSINESS LICENSE APPLICATION PACKET

REGISTRATION

THIS APPLICATION IS TO BE USED BY BUSINESSES THAT ARE LICENSED BY THE STATE OF ILLINOIS.

Please allow 2 weeks for processing of your business license.

Failure to complete the required fields may delay your application and/or result in denial.

PER TITLE 5 OF THE COLLINSVILLE MUNICIPAL CODE, ALL PERSONS OPERATING A BUSINESS IN THE CITY OF COLLINSVILLE ARE REQUIRED TO LICENSE THEIR BUSINESS WITH THE CITY, WITH THE EXCEPTION OF THOSE BUSINESSES OR OCCUPATIONS SPECIFICALLY EXEMPTED BY STATE OF ILLINOIS STATUTES. EXEMPT BUSINESSES ARE STILL REQUIRED TO REGISTER AND PROVIDE THE REQUIRED INFORMATION; THERE IS NO FEE TO REGISTER A BUSINESS.

ALL BUSINESSES ARE REQUIRED TO RENEW THEIR LICENSE OR REGISTRATION ON AN ANNUAL BASIS. THE CITY WILL SEND RENEWAL INFORMATION 30-60 DAYS PRIOR TO EXPIRATION. HOWEVER, FAILURE TO RECEIVE NOTIFICATION FROM THE CITY DOES NOT RELEASE THE BUSINESS OWNER OF HIS/HER OBLIGATION TO RENEW AND PROVIDE THE REQUIRED INFORMATION. ALL CHANGES IN OPERATION, LOCATION, NAME, MANAGEMENT OR OWNERSHIP OF THE BUSINESS MUST BE REPORTED.

THERE IS NO FEE TO RENEW A REGISTRATION. SEPARATE LICENSES OR REGISTRATIONS MAY BE REQUIRED FOR BUSINESSES OPERATED WITHIN THE SAME BUILDING.

A REGISTRATION MAY BE SUSPENDED OR REVOKED UPON FRAUD, MISREPRESENTATION, OR FALSE STATEMENT IN THE APPLICATION, VIOLATION BY THE LICENSEE OF ANY CITY ORDINANCE, CONVICTION OF CERTAIN FELONIES AND MISDEMEANORS, FAILURE OF THE LICENSEE TO PAY ANY FINE, PENALTY, JUDGMENT OR LIEN OWED TO THE CITY, REFUSAL TO ALLOW REQUIRED INSPECTIONS, OPERATION OF A BUSINESS CONSIDERED A NUISANCE, OR FOR ANY OTHER VIOLATION OF ANY CITY ORDINANCE, RESOLUTION OR REGULATION.

IN ADDITION TO THE BUSINESS LICENSE/REGISTRATION REQUIREMENTS, THE FOLLOWING PERMITS/INSPECTIONS MAY BE NEEDED BEFORE THE BUSINESS CAN BE OPERATED IN THE CITY OF COLLINSVILLE:

- BUILDING, REMODELING, ELECTRICAL, PLUMBING, HVAC- CONTACT RANDY TEDESCO AT 346-5200 EXT. 1159
- INSTALLING OR CHANGING THE FACE OF A SIGN - CONTACT AMY BOEVING AT 346-5200 EXT. 1126 OR SHAWNA ROBINSON AT EXT. 1143
- LIFE SAFETY & FIRE INSPECTION - CONTACT DOUG DEADMOND AT 346-5022 EXT. 3154
- MECHANICAL AMUSEMENT DEVICES (ARCADE GAMES), MECHANICAL MUSICAL DEVICES (JUKEBOXES), CIGARETTE VENDING MACHINES - CONTACT CARRIE CARLISLE AT 346-5200 EXT. 1132
- LIQUOR LICENSE - CONTACT KIM WASSER AT 346-5200 EXT. 1113
- VIDEO GAMING LICENSE - CONTACT KIM WASSER AT 346-5200 EXT. 1113



City of Collinsville
BUSINESS REGISTRATION APPLICATION
 Office of the City Clerk
 Business Licensing 618.346.5200 ext. 1132

TO ENSURE PROMPT PROCESSING OF THIS APPLICATION, PLEASE ANSWER ALL QUESTIONS. IF A QUESTION DOES NOT APPLY, WRITE N/A. INCOMPLETE APPLICATIONS WILL DELAY APPROVAL OF THE BUSINESS LICENSE AND MAY RESULT IN DENIAL OF THE APPLICATION. ISSUANCE OF LICENSE DOES NOT DEEM COMPLIANCE WITH OTHER CITY ORDINANCES.

SECTION ONE: Business Information	
BUSINESS NAME:	BUSINESS PHONE:
DBA:	SEND RENEWAL & LICENSE INFORMATION TO: _____ PHYSICAL LOCATION _____ MAILING ADDRESS
PHYSICAL ADDRESS OF BUSINESS: Collinsville, IL 62234	MAILING ADDRESS: (if different)
WEBSITE:	E-MAIL:
TYPE OF BUSINESS: (Ex: Retail, Grocery, Restaurant, Finance)	DESCRIPTION OF THE BUSINESS:
SECTION TWO: Owner Information (Please complete either "A" or "B" below.)	
A. If the business is owned by an individual, complete this section:	
FULL NAME:	PHONE: (at least one phone number is <u>required</u>) Home: _____ Cell: _____
BIRTHDATE:	Work: _____
ADDRESS: (Address, City, State, Zip)	FEIN OR SOCIAL SECURITY NUMBER: STATE OF ILLINOIS RETAILERS TAX NO. (IBIT):
B. If the business is owned by a corporation, complete this section:	
NAME OF CORPORATION:	BUSINESS ADDRESS: (Address, City, State, Zip) PHONE:
FULL NAME & TITLE OF CONTACT PERSON:	FEIN:

