



Village of Green Oaks

2020 O'Plaine Road • Green Oaks, IL 60048 • (847)362-5363 • Fax (847)362-5375

December 7, 2015

Dear Business Owner:

Enclosed you will find a Village of Green Oaks Business License Application. Please review the enclosed documents thoroughly and provide the necessary information that is applicable to your business. Kindly return the completed form along with your license fee of thirty-five (\$35) dollars by January 1st, 2016 to the Village of Green Oaks administrative office at:

Village of Green Oaks
2020 O'Plaine Road
Green Oaks, IL 60048

The Village of Green Oaks has a Village Ordinance requiring businesses located in the Village to purchase a Village Business License for an annual fee of thirty-five (\$35) dollars if purchased by January 31st. If purchased between February 1st and June 30th the fee will be seventy (\$70) dollars. If purchased on or after July 1st the license fee will be ninety (\$90) dollars. Failure to comply with this ordinance may result in a fine up to seven hundred and fifty (\$750) dollars for each day that a violation exists.

The Village of Green Oaks is a member of the GLMV Chamber of Commerce. The GLMV Chamber of Commerce is the advocate for business in the communities of Green Oaks, Libertyville, Mundelein, Vernon Hills and the surrounding area.

In a continuous effort to streamline the services provided to businesses within the Village, the Village has developed a Business Directory, Business Marketing Information, and an Internet Web Site describing available services.

Should you have any questions or concerns regarding the Village Business License, please do not hesitate to contact our administrative office Monday through Friday from 9am to 2pm at (847) 362-5363.

Thank you for your cooperation and we wish you continued success in the years to come.

Respectfully,

Elaine Palmer

Elaine Palmer
Village Administrator



Village of Green Oaks

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2016 Business License Application

SECTION I: General Business Information ~ Select Business Type: Sole Proprietor Partnership Corporation

BUSINESS NAME		ADDRESS & UNIT NO #	
CITY, STATE & ZIP		PHONE NO #	FAX NO #
EMAIL ADDRESS	PIN NO #		DATE MOVED IN

SECTION II: Business Owner(s) Information: (REQUIRED)

BUSINESS OWNER(S) NAME		ADDRESS & UNIT NO #	
CITY, STATE & ZIP		PHONE NO #	EMAIL ADDRESS
ALTERNATE CONTACT NAME	PHONE NO #		EMAIL ADDRESS

SECTION III: Property Owner(s) ~ Landlord(s) Information: (REQUIRED)

PROPERTY OWNER(S) ~ LANDLORD(S) NAME		ADDRESS & UNIT NO #	
CITY, STATE & ZIP		PHONE NO #	EMAIL ADDRESS

SECTION IV: Building Facility Information: (REQUIRED IF APPLICABLE)

DESCRIPTION OF OPERATING BUSINESS	FEE DUE: JAN 1ST, 2016	LATE FEE AFTER FEB 1 ST , 2016	LATE FEE AFTER JULY 1 ST , 2016
	\$35	\$70	\$90

ALL BUSINESSES OPERATING WITHIN THE MUNICIPAL BOUNDARIES OF THE VILLAGE OF GREEN OAKS MUST LIST SALES TAX FOR THE VILLAGE OF GREEN OAKS REGARDLESS OF BUSINESS MAILING ZIP CODE.

Does the applicant's business require the possession of any Federal or State Licenses or permits? YES NO
If so, please list in appropriate box below.

SALES TAX NO # (REQUIRED)	FEDERAL LICENSE NO #	STATE LICENSE NO #
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FOR OFFICIAL USE ONLY

ZONING CLASS	DATE PAID	AMOUNT PAID	CHECK NO #	BUSINESS LICENSE NO #
Building Commissioner Approval	Signature:			

Business License Agreement Application

Applicant agrees to the following:

The undersigned hereby certifies under penalty of perjury that he/she is the duly authorized agent of the applicant, that the information contained in this application is true and that the applicant agrees to operate the business in accordance with all applicable Federal, State and Local statutes, laws and regulations. The applicant understands that incomplete, false or incorrect statements could result in the denial or revocation of the license applied for. This application will be considered complete only when all sections are completed in their entirety.

Ordinance 13-2-17: License Fees; Required Licenses:

- A. It shall be unlawful for a business to operate within the village without a business license.
- B. License fees under the terms of this chapter, for the businesses, occupations, activities and uses set forth, shall be thirty five dollars (\$35.00) if purchased by January 31 of the license year. The license fee shall be seventy dollars (\$70.00) if purchased between February 1 and June 30 of the license year. If purchased on or after July 1 of the licensed year, the license fee shall be ninety dollars (\$90.00). The license year shall be January 1 to December 31. The full license fee shall be paid annually and no fee shall be prorated for a term of less than one year. Proof of any bond or liability insurance policy required by this chapter shall be provided with the license fee. (Ord. 2010-O-15, 12-15-2010)

This application does not authorize the operation of a business for which an application is applied for. The business shall not be operated until a Business License is issued. This application must be completed in its entirety and returned along with the annual Business License fee made payable to The Village of Green Oaks ~ 2020 O'Plaine Road ~ Green Oaks ~ IL ~ 60048

Applicant understands that any business cannot operate without receipt of a Village of Green Oaks business license and said license must be displayed for examination by the Village Officers during reasonable business hours.

Company Name

Print Applicant(s) Name

Date

Applicant(s) Signature

Green Oaks Internet Web Site Authorization Form

Date: _____ Phone Number: _____ Email Address: _____

Name of Business: _____

Address: _____ City, State & Zip: _____

Yes, I authorize the Village of Green Oaks to scan my enclosed business card to be displayed on their Internet web site and with to be placed in their business directory section of their web site.

No, I do not authorize the Village of Green Oaks to scan my business card to be displayed on their Internet web site but authorize them to place my name and phone number in their business directory section of their web site.

No, I do not authorize the Village of Green Oaks to scan my business card to be displayed on their Internet web site and do not wish to be placed in their business directory section.

Yes, I authorize the Village of Green Oaks to scan my enclosed business card to be displayed on their Internet web site and wish to be placed in their business directory. In addition, I authorize a direct link from the Village of Green Oaks web site to my business Internet web site. My URL is _____

Authorizing Party: _____
(Must be identified on the Village of Green Oaks business license application)

Search Argument: _____
(Identified used to describe the type of business you do)