



## Village of Round Lake Beach

### 2019 Renewal Guide for General Businesses

### Application & Fee due March 29

#### Instructions for 2019 Renewal

1. Complete and return (or email) the Business License Application for General Businesses. You may also submit the form electronically through the Village's website. Incomplete applications will not be accepted.
2. Pay the annual license fee online or by check. Determine your fees below.
3. Prepare for your inspection PRIOR to April 1. An inspection checklist is available to assist you. Inspections will occur April through June. Please direct employees to expect the Village's inspectors and provide all needed cooperation.
4. Resolve any unpaid invoices, open liens and open enforcements. Per Section 1-4-6 of the Village Code, we are not able to issue your business license until such matters are taken care of.

#### Annual Fees & Business Categories

Your annual renewal fee is based on the type and size of the business. There is a separate application packet for ice cream vendors. Itinerant solicitors should apply for a license through the VRLB Police Department.

<u>General Business Categories</u>	0-2,500 SQ FT	OVER 2,500 SQ FT
Retail/Wholesale Establishments:	\$150	\$250
Food Establishments:	\$150	\$250
Industrial Establishments:	\$200	\$300
Service Establishments:	\$150	\$250
Fueling Stations:	\$200	\$200

#### Additional Fees

Video Gaming:	Add \$50 per terminal
Pawnbrokers:	Add \$100 per broker
Vending/Game/Music:	Add \$25 per machine OWNED by business
Fueling Stations:	Add \$25 per nozzle
Taxi Cabs:	Add \$50 per vehicle

#### Inspections & Remediating Violations

Per ordinance, all businesses are required to be inspected annually, and all inspections must be unscheduled. Upon completion of the inspection, VRLB will email the Owner & Owner's Designee the results of the inspection, including a description of any violations (if applicable). Any violations must be addressed within 30 days, as the Village will conduct a re-inspection 30+ days later to verify repairs have been made. If violations persist, a second re-inspection will be conducted 14+ days later. Businesses that fail to comply with building and property maintenance standards after the second re-inspection will be scheduled for an Adjudication Hearing. Feel free to email with questions about the checklist.

#### Direct Questions & Return Completed Application To:

847/546-2351

[BUSINESSLICENSING@roundlakebeachil.gov](mailto:BUSINESSLICENSING@roundlakebeachil.gov)



## Village of Round Lake Beach 2019 Business License Application for General Businesses

### BUSINESS INFORMATION

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

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

Primary Onsite Contact: \_\_\_\_\_

Main Phone: \_\_\_\_\_ FEIN: \_\_\_\_\_

Business Category: \_\_\_\_\_ License Fee: \_\_\_\_\_

### OWNER CONTACT INFORMATION

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

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### OWNER'S DESIGNEE OR PROPERTY MANAGEMENT FIRM

Check Here if N/A

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### KEYHOLDER CONTACTS (FOR EMERGENCY PURPOSES)

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### BUILDING OWNER (IF LEASING)

Check Here if N/A

Company: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Return to [BUSINESSLICENSING@roundlakebeachil.gov](mailto:BUSINESSLICENSING@roundlakebeachil.gov).

OFFICE USE ONLY: Date Rec'd \_\_\_\_\_ BL Entry \_\_\_\_\_ BD Entry \_\_\_\_\_



## Village of Round Lake Beach

### Inspection Checklist for the Businesses License Application

Per ordinance, all businesses are required to be inspected annually and all inspections must be unscheduled. Prepare your business to pass the inspection the first time by walking through your property with the below checklist PRIOR TO APRIL 1. Upon completion of the inspection, VRLB will email the Owner & Owner’s Designee the results of the inspection, including a description of any violations (if applicable). Any violations must be addressed within 30 days, as the Village will conduct a re-inspection 30+ days later to verify repairs have been made. If violations persist, a second re-inspection will be conducted 14+ days later. Businesses that fail to comply with building and property maintenance standards after the second re-inspection will be scheduled for an Adjudication Hearing.

<b><u>ELECTRICAL</u></b>	<b><u>PLUMBING &amp; DRAINAGE</u></b>
Non-allowed use of extension cords	RPZ needs proof of inspection/test
Electric panel open or needs blank spaces	Water heater lacks discharge pipe or drip pan
Electric panel lacks surrounding 3-ft clear path	
Junction box has missing fixtures	<b><u>OBSTRUCTIONS &amp; EGRESS</u></b>
Exit lights & sign improperly working	Inadequate clear aisle width
Lack of working back-up batteries	Emergency egress path blocked
Exterior egress lighting improperly working	Fire doors blocked or propped open
Interior emergency lighting improperly working	
Outlet covers missing	<b><u>EXTERIOR</u></b>
	Dumpster enclosures lacking or not sound
<b><u>FIRE SUPPRESSION</u></b>	Fencing in disrepair
Lack 18” clearance below sprinkler heads	Exterior façade or paint in disrepair
Fire alarm panel needs current test report	Debris/trash needs removal
Fire extinguishers need current tag/test	Address not posted & visible
Fire sprinkler system needs current tag/test	Lighting is inadequate or in disrepair
Private fire hydrants need proof inspection/test	Window signage exceeds 50% of total glass area
Gas cylinders or propane tanks improperly secured	
Hood & duct need proof of inspection/test	<b><u>PARKING</u></b>
	Parking lot is in disrepair
<b><u>INSULATION</u></b>	Parking lot not properly striped
Ceiling tiles damaged or missing	Parking occurs in fire lane
Windows not sound & weather-tight	
Doors not sound & weather-tight	<b><u>VENDING (VENDING/GAME/MUSIC MACHINES)</u></b>
	Presence of electrical or other hazards

*Please be aware that additional items may be identified in the course of an inspection. You may review the Village Code on the VRLB website for a complete list of standards or call the Village at 847/546-2351 with any questions.*