



Village of Round Lake Beach

2019 Renewal Guide for Pawn Brokers & Secondhand Goods Dealers

Application & Fee due March 29

Instructions for 2019 Renewal

1. Complete and return (or email) the Business License Application for Pawn Brokers & Secondhand Goods Dealers. 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.
5. Cooperate with the RLB Police Department to facilitate investigations of all required parties, including a criminal background check and potentially fingerprinting. Required parties include every applicant for a pawnbroker license, as well as every owner, partner, manager, officer, director, employee, and in the case, of a corporate applicant, every shareholder owning more than five percent of the shares of stock in the corporation.

Annual Fees

Annual fees must be submitted with the application prior to the police investigation. Fees cover the costs of processing the initial/renewal application, police investigation, building inspection and issuance of licenses. Calculate your fees as follows:

Renewal Fees:	\$200 plus \$100 per broker
Investigation Fees:	\$35 per person to be investigated

Building 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



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.

<u>ELECTRICAL</u>	<u>PLUMBING & DRAINAGE</u>
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	<u>OBSTRUCTIONS & EGRESS</u>
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	<u>EXTERIOR</u>
	Dumpster enclosures lacking or not sound
<u>FIRE SUPPRESSION</u>	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	<u>PARKING</u>
	Parking lot is in disrepair
<u>INSULATION</u>	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	<u>VENDING (VENDING/GAME/MUSIC MACHINES)</u>
	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.



Village of Round Lake Beach
2019 Business License Application for Secondhand Goods Dealers & Pawn Brokers

GENERAL INFORMATION

License Type (check one): _____ Secondhand Goods Dealer _____ Pawn Broker

Date of Application: _____ Application is (check one): _____ New _____ Renewal

Type of Business: _____

Business Name: _____

Business Address: _____

Primary Onsite Contact: _____

Main Phone: _____ FEIN: _____

Are you leasing this space? _____ YES _____ NO. **If yes, include a copy of the lease with this application.**

Are you applying as: _____ Sole Proprietor _____ Partnership _____ Corporation

MANAGEMENT INFORMATION

Name: _____

Residence Address: _____

Email: _____ Cell Phone: _____

Date of Birth: _____ Place of Birth: _____

OWNER'S DESIGNEE OR PROPERTY MANAGEMENT FIRM

Check Here if N/A

Name: _____

Email: _____ Cell Phone: _____

STOREFRONT 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: _____

BUSINESS STRUCTURE

Corporations complete PART 1; Partnerships complete PART 2; Individual Applicants complete PART 3

PART 1: CORPORATION

Corporation Name: _____

Corporation Address: _____

Email: _____ Fax #: _____

Date of Incorporation: _____ State of Incorporation: _____

Date Qualified to Conduct Business in IL: _____ Corporation File #: _____

Purposes for which Corporation Formed: _____

Registered Agent in Illinois: _____

Agent's Address: _____

Agent's Email: _____ Agent's Cell: _____

Officers, Directors and Shareholders Owning <5% of Stock

Name: _____

Residence Address: _____

Email: _____ Cell Phone: _____

Position (check one): _____ Officer _____ Director _____ Shareholder Owning 5%+ of Stock

Name: _____

Residence Address: _____

Email: _____ Cell Phone: _____

Position (check one): _____ Officer _____ Director _____ Shareholder Owning 5%+ of Stock

Attach separate page with additional officers etc. if needed

PART 2: PARTNERSHIP

Partnership Name: _____

Business Address: _____

Email: _____ Fax #: _____

Date Formed: _____ State: _____ No of Partners: _____

Date Qualified to Conduct Business in IL: _____ Corporation File #: _____

Partners Entitled to Share of Profits

Name: _____ **Date of Birth:** _____

Residence Address: _____

Email: _____ Cell Phone: _____

Driver's License No. & State: _____ SSN: _____

Name: _____ **Date of Birth:** _____

Residence Address: _____

Email: _____ Cell Phone: _____

Driver's License No. & State: _____ SSN: _____

Attach a separate page with additional partners if needed.

PART 3: INDIVIDUAL APPLICANT / SOLE PROPRIETORSHIP

Applicant Name: _____

Residence Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____ DL No. & State: _____

Date of Birth: _____ SSN: _____

APPLICANT QUESTIONS

- 1. Has Applicant ever made an application for a license on premises other than what is described in this application?
_____ YES _____ NO
- 2. Does Applicant hold a current secondhand goods dealer or pawn broker license issued by other municipalities in the State of Illinois? _____ YES _____ NO
- 3. Has Applicant ever held a previous license issued by the Federal, State or any other unit of government that has been revoked, suspended or denied? _____ YES _____ NO
- 4. Has Applicant ever held a previous license issued by the Federal, State, or any other unit of government in which the Applicant was fined for an ordinance violation? _____ YES _____ NO
- 5. Has Applicant been disqualified to receive a secondhand goods dealer or pawn broker license by reasons of any matter of things contained in the Village of Round Lake Beach Municipal Code, any ordinance of said Village, or any laws of the State of Illinois or United States? _____ YES _____ NO
- 6. Has Applicant or Manager ever been convicted of a felony? _____ YES _____ NO
- 7. Has Applicant ever been the holder or holders of a license issued by the Village of Round Lake Beach which has been revoked, suspended or denied? _____ YES _____ NO
- 8. Is Applicant currently serving as a public law enforcement officer, member of the Village of Round Lake Beach Liquor Control Commission, President or Trustee of said Village, or President or member of the County Board?
_____ YES _____ NO

CERTIFICATION AND NOTARIZATION

The Applicant below, being first duly sworn upon oath, deposes and says that he/she has read the above and foregoing Application for Secondhand Goods Dealer and Pawn Broker License and all matters therein set forth; that he/she knows the contents thereof and that the statements therein contained are true in substance and in fact; and that he/she will not violate any laws or ordinances of the Village of Round Lake Beach or State of Illinois in conducting the business for which this license is applied for.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

**STATE OF ILLINOIS
COUNTY OF LAKE**

Signed and sworn to before me by the Applicant stated above on this, I given under my free hand and Notarial Seal, this
_____ day of _____, 20_____.

Signature of Notary Public

OFFICE USE ONLY
_____ Date Rec'd
_____ BL Entry
_____ BD Entry
_____ Sent to PD