



**VILLAGE OF RIVERDALE**  
**157 W. 144<sup>TH</sup> ST.**  
**RIVERDALE, IL. 60827**  
**708-841-2200 FAX 708-841-7587**

**BUSINESS LICENSE APPLICATION**

\_\_\_\_\_ **New** \$ \_\_\_\_\_  
 \_\_\_\_\_ **Renewal** \$ \_\_\_\_\_

**\*\*ANNUAL RENEWAL DATE BY APRIL 30<sup>TH</sup> ALL FEES DOUBLE ON MAY 1<sup>ST</sup> NO PRORATION BEFORE DEC 1<sup>ST</sup>\*\***  
**BUSINESS LICENSE FEES ARE BASED ON SQUARE FOOTAGE**  
**NO BUSINESS MAY OPEN UNTIL FEES ARE PAID AND LICENSE IS ISSUED.**

All applicants for a business license or renewal in the Village of Riverdale shall be required to comply with current zoning, building, electrical, plumbing, fire and health codes.

A PERMIT IS REQUIRED for any construction and/or building renovation work. **ALL PERMITS MUST BE ISSUED BEFORE THE START OF ANY WORK.** Permit applications are available at Village Hall, 157 W. 144<sup>th</sup> Street.

**\*\*PERSONS WORKING WITHOUT THE APPROPRIATE PERMITS WILL BE SUBJECT TO DOUBLE PERMIT FEES.\*\***

(PRINT OR TYPE)

**BUSINESS NAME** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**FAX #** \_\_\_\_\_ **EMER. PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**IBT#** \_\_\_\_\_ **HOURS OF OPERATION:** \_\_\_\_\_

**NO. OF EMPLOYEES** \_\_\_\_\_ **NO. OF SQ. FT FOR BUSINESS AND/OR STORAGE** \_\_\_\_\_

**Knox Box:**  **Yes**  **No (No License issued without Knox Box)** **Property Pin #** \_\_\_\_\_

**TYPE OF BUSINESS** (explain in detail) \_\_\_\_\_

**ALL BUSINESS MUST PROVIDE PROOF OF INSURANCE: ( )**

**BUSINESS INFORMATION:** ( ) **PROPRIETORSHIP** ( ) **PARTNERSHIP** ( ) **CORPORATION**

**BUSINESS OWNER INFORMATION:**

**NAME (PRINT)** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **SOC. SEC.#** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_ **DRIVERS LICENSE/STATE ID #** \_\_\_\_\_ **STATE** \_\_\_\_\_

**NAME (PRINT)** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **SOC. SEC.#** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_ **DRIVERS LICENSE/STATE ID #** \_\_\_\_\_ **STATE** \_\_\_\_\_

**\*\*Use separate sheet for additional officer/owner information\*\***

**MANAGER INFORMATION:**

**NAME (PRINT)** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **SOC. SEC.#** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_ **EMAIL** \_\_\_\_\_ **DL/STATE ID #** \_\_\_\_\_ **STATE** \_\_\_\_\_

**BUILDING OWNER INFORMATION:**

**NAME (PRINT)** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_ **EMAIL** \_\_\_\_\_ **EMER. PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **SOC. SEC.#** \_\_\_\_\_ **DL/STATE ID** \_\_\_\_\_

**CHECK ALL THAT APPLY TO YOUR BUSINESS**

- \_\_\_\_\_ **Dry Cleaning** **No. of Units:** \_\_\_\_\_
- \_\_\_\_\_ **Service Station** **No. of Pumps:** \_\_\_\_\_
- \_\_\_\_\_ **Beauty/Barber Shop** **No. of Chairs** \_\_\_\_\_
- \_\_\_\_\_ **Outdoor Storage # of Sq. Ft.**
- \_\_\_\_\_ **Processor/Recycler**
- \_\_\_\_\_ **Cigarette/Tobacco Dealer**
- \_\_\_\_\_ **State License required to accompany application**
- \_\_\_\_\_ **Food Service Restaurant** \_\_\_\_\_ **Package Food** \_\_\_\_\_
- \_\_\_\_\_ **Group Home/Transitional Living - State Lic. Req.** \_\_\_\_\_ **Candy/Snacks** \_\_\_\_\_ **Prepared Foods**

**Separate Applications must be submitted for the following:**

- \_\_\_\_\_ **Daycare (Must provide current DCFS License)**
- \_\_\_\_\_ **Liquor Sales Class**
- \_\_\_\_\_ **Amusement Device** \_\_\_\_\_ **Manual** \_\_\_\_\_ **Electronic**
- \_\_\_\_\_ **Signs** \_\_\_\_\_ **Electric**
- \_\_\_\_\_ **Vending** \_\_\_\_\_ **Cigarette** \_\_\_\_\_ **Copy Machine** \_\_\_\_\_ **Other**
- \_\_\_\_\_ **Pool Table** \_\_\_\_\_ **Juke Box**

**Additional application forms required for Home Occupations, Public Phone, Peddlers/Solicitors, Scavengers, Hand Bill Distributions (Over)**

**\*\*\*INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT\*\*\***

The Village of Riverdale has adopted the following codes for all permits whether a licensed and bonded contractor or the individual building owner performs the work. Actual blueprints may be required when applying for permits.

1. International Building Code, 2006 Edition
2. International Residential Code, 2006 Edition
3. The NFPA Life Safety Code 101, 2000 Edition
4. National Electrical Code, 2005 Edition
5. Illinois Plumbing Code, 2004 Edition
6. International Mechanical Code, 2006 Edition
7. International Fire Code, 2006 Edition
8. NFPA Codes and Standards
9. International Property Maintenance Code, 2006 Edition
10. International Energy Code, 2006 Edition
11. The CABO/ANSI Standards for Accessible & Usable Buildings & Facilities, 1991 Edition
12. The Illinois Accessibility Code, 1997 Edition

**I understand that these codes are to be followed for all work done under a current Village of Riverdale Permit. I further understand that no business shall be conducted until a business license is issued and compliance with all applicable Village regulations is met.**

**I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONED UPON COMPLIANCE WITH ALL VILLAGE ORDINANCES/INSPECTIONS.**

**NO BUSINESS MAY OPEN UNTIL FEES ARE PAID AND LICENSE IS ISSUED.**

**SIGNATURE OF BUSINESS OWNER \_\_\_\_\_**

**DATE \_\_\_\_\_**

**GENERAL INFORMATION - FEES FOR BUSINESS LICENSES (This list is not all-inclusive. If you business is not listed, you may call Village Hall for more information, or check the Village Municipal Code ([www.villageofriverdale.org](http://www.villageofriverdale.org)))**

<b>General Business</b>	<b>\$110 for first 2000 sq. ft., plus \$28 for each add'l 1000 sq. ft.</b>
<b>Food Permit (not Restaurant or Grocery store)</b>	<b>General Business rate plus \$110</b>
<b>Dry Cleaners</b>	<b>\$220</b>
<b>Beauty/Barber Shops</b>	<b>\$100 flat fee</b>
<b>Service Stations</b>	<b>\$150 for the first pump, \$30 for each add'l pump</b>
<b>Cigarette/Tobacco Dealer</b>	<b>\$138</b>
<b>Processor/Recycler</b>	<b>\$800</b>
<b>Lumberyard</b>	<b>\$110 for first 2000 sq.ft., +\$28 for add'l 1000 sq.ft (max \$500 fee)</b>
<b>Truck Terminal</b>	<b>\$400</b>
<b>Outdoor Storage</b>	<b>\$500 plus \$.04 per sq.ft over 10,000 sq.ft.</b>

**Other Fees (Separate Application Forms to be Submitted)**

<b>Liquor</b>	<b>Fee based on Classification with approval of Liquor Commissioner</b>
<b>Amusement Tags</b>	<b>\$220-Electronic/Video Machines; \$83-Mechanical Devices</b>
<b>Cigarette Machine</b>	<b>\$110</b>
<b>Vending Machine (Food/Snack)</b>	<b>\$33 up to three coin slots</b>
<b>All other Vending Machines (including Copy Machines)</b>	<b>\$17 per coin slot</b>
<b>Outdoor Pay Telephones</b>	<b>\$110 (Subject to Zoning Regulations)</b>
<b>Signs</b>	<b>\$50</b>

**FOR OFFICE USE ONLY**

Date sent to B/Z \_\_\_\_\_ Initials \_\_\_\_\_ Date Lic. Issued \_\_\_\_\_ Initials \_\_\_\_\_ E-Com \_\_\_\_\_ Initials \_\_\_\_\_

**Date of approval:**

ZONING \_\_\_\_\_ PLUMBING \_\_\_\_\_ BUILDING \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ HEALTH \_\_\_\_\_

Date of final approval \_\_\_\_\_ Initials \_\_\_\_\_