



Business Registration and Zoning Occupancy Certificate Application

Fire Prevention Inspection, Product Sales License, and Emergency Contact Registration

Application Instructions:

Complete the first page of the Application. Call the Planning & Development Department at 630-547-5250 for applicable fees that must accompany this application. Submit payment and application in person to the Planning and Development Department or mail to :

**The Village of Glen Ellyn
Planning and Development
535 Duane Street
Glen Ellyn, IL 60137**

APPLICATION INFORMATION

New Business
 Existing Glen Ellyn Business (select one of the following)
 Name Change Ownership Change
 Address Change Update Contact Information

Is this a non profit organization?

Yes No

Is this the only business that will operate under this address?

Yes No

Will a Building Permit application be submitted for proposed alterations or improvements?

Yes No

BUSINESS INFORMATION

Business Name:			
Doing Business As:		Date:	
Business Owner:		Owner Phone:	
Property Owner:		Property Owner Phone	
Business Contact Person:		Business Contact Phone	
Business Address:	Glen Ellyn IL 60137		
IL Business Tax ID:		Email Address:	
Maximum Number of Employees at this location at any time:	FT:	PT:	* Square Foot Area or Space:
Business Phone:		Business Fax:	
Describe all activities and operations performed and all products and materials stored or sold:			

BILLING INFORMATION (If different from above)

Billing Address:			
Contact Name & Dept.:			
Phone:		Fax:	
City:	State:	Zip Code:	

EMERGENCY CONTACT INFORMATION (minimum of 2 contacts)

Name	Phone 1	Phone 2
Alarm Company Name	Address	Phone No.

REGISTRATION INFORMATION

Will tobacco products be sold over the counter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will tobacco products be sold or dispensed through a vending machine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will liquor be dispensed or sold at this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Will food or drink be served at this location? Yes No

ICE USE ONLY – BUILDING USE CLASSIFICATION

Business Category	Business Type	Description	Business Category	Business Type	Description
A	1	Fixed Viewing	I	1	Ambulatory: 16 + occupants
	2	Food & Drink		2	Non-ambulatory
	3	Worship		3	Restrained
	4	Indoor Events		4	Day Care Facility
	5	Outdoor Events	M	M	Mercantile
B	B	Business	R	1	Transient
E	E	Education		2	Permanent
F	1	Factory: Moderate Hazard		3	1 & 2 Family Home
	2	Factory: Low Hazard	4	Small Group Home	
H	1	High Hazard: Detonation	S	1	Storage: Moderate Hazard
	2	High Hazard: Deflagration		2	Storage: Low Hazard
	3	Combustion	U	U	Miscellaneous
	4	Corrosive			
	5	Research & Development			

OFFICE USE ONLY – BUILDING AND ZONING REVIEWS

Business Category:		Previous Bus. Category:	
Business Type:		Previous Bus. Type:	
Business Use (Zoning):		Previous Bus. Use (Zoning):	
Zoning District:		Approvals:	
Permitted Use Section:		Occupancy:	
Special Use Section:		Fire Prevention:	
Not Permitted Section:		Health Department:	
Ordinance No: (If Appl.):		Police/Alarm:	
Maximum Capacity:		Liquor License:	
		Tobacco License:	
Is Health Department approval required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Information	
Is a Building Permit required with this space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	Amount Paid \$ _____

Occupancy Inspection

OFFICE USE ONLY – SPECIAL INSTRUCTIONS

OFFICE USE ONLY-INSPECTIONS AND FEES

Fire Prevention Inspection	Occupancy Inspection
\$0- Fee Waived	\$50 Change of Ownership (Same Business)
\$30- Less than 20,000 Sq Ft	\$150 Change of Occupancy (New business or Use)
\$50- 20,000 to 40,000 Sq Ft	\$50 Reinspection After 2 nd Inspection
\$70- Over 40,000 Sq Ft	Licenses Permits
\$50- Reinspection After 2 nd Inspection	\$100 Tobacco License
	\$50 Alarm Permit
	\$100 Liquor License