

# VILLAGE OF SAUK VILLAGE

## BUSINESS LICENSE PROCESS

Dear Applicant,

Sauk Village has adopted a new Business License Application process. This new Business License Application process now requires a multi-level review process to ensure compliance to Sauk Village codes while providing full transparency to applicants. To obtain a Business License, your business will undergo a series of inspections and reviews and must attain sign-off from specific Department. A listing of the Village Departments and a description of their responsibilities in the approval process is listed for your convenience:

**Community Development**—will follow your application process until the Village’s responsibilities are completed. If any infractions are noted, this department will inform you and it will be your responsibility to have them corrected before Your Business license can be issued. The Community Development Department issues the Occupancy Permit following receipt of the Fire Inspection Please note: Health Inspections will not delay the issuance of a license if there has been a change in ownership or a change in tenants.

Businesses that sell food and/or beverages - A semiannual (twice per year) health inspection is required. The inspections will be ordered automatically by the Community Development Department. The then current inspection rate will be billed along with your license fees.

***Business Licenses Renewal- inspections will be performed automatically, there is no*** need to contact us. You will be sent a renewal package at least within 30 days of your Business license’s expiration date.

**Zoning Administrator** – Will review application ensure business complies with the Village’s zoning.

**Economic Development** – Will review license/application ensure complies with the Village’s overall Economic Development Plan and objectives.

**Police Department** - Will conduct a background check, and due diligence as necessary.

**Fire Department** - this department will perform a fire inspection of your premises. It will look for clear exit ways, exit signs, smoke and carbon monoxide detectors, emergency lights, fire extinguishers and fire alarm systems. If you’re prepared for your fire inspection you may call the number listed below to schedule your inspection. \$100 for initial and annual inspections any re-inspections will be \$20 each.

**Water Department**—(INITIAL APPLICATIONS) —If you will be responsible for the water usage, you will need to set up an account with Water Department. If the water usage will be paid by the landlord and an account is already set-up, the account will have to be paid to date for approval by the water department. Regardless, two water account forms are attached to your business license application; both of these forms must be completed and turned in with your application.

**SCAVENGER SERVICE**—***Proof of service is required for the business location.*** You may call a licensed waste hauler (numbers provided below) and have them fax the Clerk’s office proof of service. Or, you may bring a copy of your scavenger service agreement or paid invoice to the Clerk’s Office. **FOR RENEWALS**— A copy of your most current invoice is adequate.

**Village Clerk’s Office**—The Village Clerk’s Office will issue your business license once all inspections have been passed, all license fees paid, and all required documentation has been submitted. In the meantime, ***YOU CANNOT OPERATE YOUR BUSINESS WITHOUT A BUSINESS LICENSE.*** Please feel free to contact the Village Clerk’s Office with any questions during your process. Thank you and well wishes and prosperity to you on your new business venture.

Very truly yours,

***Derrick Burgess, Mayor***

Police Department:	708-758-1331
Water Billing:	708-758-3330
Community Development:	708-758-3330
Fire Department:	708-758-2225
Village Clerk’s Office:	708-753-5121 <i>Village Clerk Fax: 708-758-1634</i>
Homewood Disposal:	708-798-1004 (Licensed Commercial/Industrial Waste Hauler)
Republic Services	708-754-5460 (Licensed Residential/Commercial Waste Hauler)

Derrick N. Burgess  
Mayor



Marva Campbell-Pruitt  
Village Clerk

21801 Torrence Avenue, Sauk Village, IL 60411

Phone: 708-758-3330

www.SaukVillage.org

**APPLICATION FOR GENERAL BUSINESS**

**NON-REFUNDABLE PROCESSING FEE \$100.00 DUE AT TIME OF APPLICATION & APPLICABLE TO LICENSE FEE.**

*(NOTE: Application will expire 90 days from date of application; one 30 day extension granted upon written request of applicant)*

**TO VILLAGE OF SAUK VILAGE: THE UNDERSIGNED HEREBY MAKES APPLICATION TO ESTABLISH OR CONDUCT A GENERAL BUSINESS WITHIN THE VILLAGE OF SAUK VILLAGE.**

Office use only: Name of Business: \_\_\_\_\_  
License # \_\_\_\_\_ Date Applied \_\_\_\_\_ Date Issued \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Type of business:** Sole Owner \_\_\_ Partnership \_\_\_ LLC \_\_\_ Corporation \_\_\_ Non Profit \_\_\_ other \_\_\_

*Select the general type of business that best describes your operations (See page 9 for descriptions if you're unsure)*

Industrial  Retail Business  Hotel  Fuel/Service Station  Scavenger **Are you open to the public:**  Yes  No

**Legal Business Name / Doing Business As** \_\_\_\_\_

**Business Location:** \_\_\_\_\_

**Location Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Store Manager** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Corporation:** Yes \_\_\_ No \_\_\_ **President** \_\_\_\_\_

*Corporation: Attach copy of Articles of Incorporation & FEIN Federal Employer Identification # Certificate*

**Business Website & Email Address** \_\_\_\_\_

**FEIN # - Federal Employer Identification Number:** \_\_\_\_\_ **TOTAL EMPLOYEES #** \_\_\_\_\_

**Illinois Sales Tax #:** \_\_\_\_\_ (attach copy of sales tax certificate)

*Illinois Sales Tax Certificate must be submitted within 30 days of license issuance.*

**Illinois License Type Required** \_\_\_\_\_ **Number** \_\_\_\_\_

*Attach copies of licenses: DCFS, Food Sanitation, Cosmetology, Consumer Installment Loan, Dealer, Trucking, Recycler, 501(c) 3, & any other government required licenses.*

**Has State license ever been suspended or revoked?** Yes \_\_\_ No \_\_\_ **State reason and date** \_\_\_\_\_

**Describe business activity in detail** \_\_\_\_\_

**# of SIGNS:** Driveway(s) \_\_\_ Electric Sign \_\_\_ Non-Electric Sign \_\_\_ Awning \_\_\_ Marquee \_\_\_ Banner \_\_\_ Other \_\_\_

**NOTE: PROOF OF SCAVENGER SERVICE / REFUSE PICK UP REQUIRED BEFORE LICNESE CAN BE ISSUED**

**HOMEWOOD DISPOSAL** \_\_\_\_\_ **REPUBLIC** \_\_\_\_\_ *PROOF IS REQUIRED*

**Number of Vending Machines:** \_\_\_ Soda \_\_\_ Snack \_\_\_ Toy \_\_\_ Game \_\_\_ Video Gaming \_\_\_ Other

**Vending Machine Owner, Address, Phone** \_\_\_\_\_

**APPLICATION FOR GENERAL BUSINESS:**

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

**BUILDING OWNER INFORMATION**

**Building Owner Name (PRINT)** \_\_\_\_\_ **Home Address** \_\_\_\_\_  
(INDIVIDUAL)

**Building Owner Name (COMPANY)** \_\_\_\_\_ **Company Address** \_\_\_\_\_

**Building Owner Business Address** \_\_\_\_\_

**Building Owner Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

**Building Property Tax ID Number** \_\_\_\_\_

**Primary Contact Person: Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**CORRESPONDENCE TO BUILDING OWNER SHOULD BE MAILED TO:**

\_\_\_\_\_  
**Building Insurance Company / Agent** \_\_\_\_\_ **Phone** \_\_\_\_\_

**BUILDING OWNER Signature** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **Date** \_\_\_\_\_

**BUSINESS OWNER : AFFIRMATION AND CONSENT**

*I AGREE TO ABIDE BY ALL THE RULES, REGULATIONS AND ORDINANCES OF THE VILLAGE OF SAUK VILLAGE. I AFFIRM THAT ALL STATEMENTS MADE ARE TRUE. HAVING APPLIED FOR A BUSINESS LICENSE WITH THE VILLAGE OF SAUK VILLAGE (VILLAGE), I DO HEREBY GRANT THE VILLAGE DEPARTMENTS AND AGENTS THEREOF, PERMISSION TO PERFORM ANY/ALL CRIMINAL AND NON-CRIMINAL BACKGROUND CHECKS ON ME. I DO HEREBY KNOWINGLY GIVE MY CONSENT TO THE AFOREMENTIONED AUTHORITIES TO RUN MY DRIVERS LICENSE RECORD AS WELL AS AN AUTOMATED COMPUTERIZED RECORDS CHECK AND/OR FINGERPRINT VERIFICATION RECORDS CHECK IF REQUESTED, TO DETERMINE ANY PRIOR CRIMINAL HISTORY I MAY OR MAY NOT HAVE PURSUANT TO MY APPLICATION WITH THE VILLAGE. I UNDERSTAND THAT THE INFORMATION OBTAINED WILL ONLY BE UTILIZED FOR THE PURPOSE OF LICENSING AND WILL NOT BE SHARED WITH OR RELEASED PURSUANT TO ILLINOIS LAW. FAILURE TO DISCLOSE MAY RESULT IN A NEW APPLICATION FEE.*

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **State Issued:** \_\_\_\_\_

**ITIN #** \_\_\_\_\_

**Attach readable copies of *valid* identification.**

**HAVE YOU EVER BEEN ARRESTED, CHARGED, OR CONVICTED OF ANY CRIMINAL OFFENSE?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_. ***IF YES, STATE WHEN, WHERE AND THE CHARGE. USE OTHER SIDE OF THIS APPLICATION IF MORE SPACE IS NEEDED FOR DETAILS.***

\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS OWNER Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Business Owner Name (Please Print)** \_\_\_\_\_

**Business Owner Home Address** \_\_\_\_\_ **ST** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Business Owner Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

**Business Owner E-mail & Website** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**APPLICATION FOR GENERAL BUSINESS**

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

**ADDITIONAL BUSINESS OWNER(S):**

**Name & Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Name & Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**EMERGENCY CONTACTS**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**HOURS OF OPERATION: (OPEN: \_\_\_\_\_) (CLOSE: \_\_\_\_\_) # of SHIFTS: \_\_\_\_\_**

**ALARM COMPANY NAME:** \_\_\_\_\_

**ALARM COMPANY PHONE NUMBER:** \_\_\_\_\_

**OFFICE USE ONLY**

**APPROVED BY ZONING** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY ECON DEV:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY POLICE** \_\_\_\_\_ **FAVORABLE** \_\_\_\_ **UNFAVORABLE** \_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY COMM DEV:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HEALTH INSPECTION:** Required-  Yes  No

1st Inspection: **PASS** \_\_\_\_\_ **FAIL** \_\_\_\_\_ **DATE** \_\_\_\_\_

2nd Inspection: **PASS** \_\_\_\_\_ **FAIL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY FIRE SAFETY** \_\_\_\_\_ **DATE** \_\_\_\_\_

1st Inspection: **PASS** \_\_\_\_\_ **FAIL** \_\_\_\_\_ **DATE** \_\_\_\_\_

2nd Inspection: **PASS** \_\_\_\_\_ **FAIL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY WATER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY VILLAGE CLERK** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LICENSE #** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_ **AMOUNT PAID** \_\_\_\_\_ **DATE ISSUED** \_\_\_\_\_

**DATE LICENSE MAILED OR RELEASED** \_\_\_\_\_ **LICENSE RELEASED TO** \_\_\_\_\_

**NOTES:**

# OWNER/LANDLORD

## APPLICATION FOR WATER SERVICES

Date: \_\_\_\_\_ Service Start Date: \_\_\_\_\_

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

Landlord  Owner  Assuming Responsibility [Reason]: \_\_\_\_\_

*Select only one: (Note: If you are the owner and you are renting please check Landlord)*

### Landlord/Owner Information:

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

State ID  Driver's License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Person Responsible for the water bill:  Owner /Landlord  Tenant

**If the Tenant is responsible for the water bill a duplicate bill will be sent to the billing address.**

**Billing Address:** Billing Name: \_\_\_\_\_

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

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Tenant Information: (only complete if the commercial tenant is responsible for receiving the water bill)

Name	Address/City/State	Telephone/Cell Phone

As the landlord/owner of this property I plan to rent this property. **By renting this property I understand that I am ultimately responsible for the water bill on this account. If the tenant leaves an outstanding balance on this account, I understand that I am responsible for paying the outstanding balance.** I also understand that before a new tenant can move into this property a final bill must be processed, the water bill must have a zero balance and a new tenant's application must be submitted.

As the owner of this property ***I plan to occupy this property*** and I acknowledge that I am responsible for the water bill. I understand that if I plan to rent this property that I must have a final bill produced and have the prospect tenant complete an application for water services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY: CLERK'S OFFICE:</b>  Proof of residency: <input type="checkbox"/> Lease <input type="checkbox"/> Mortgage Proof of ID: <input type="checkbox"/> D/L <input type="checkbox"/> State ID <input type="checkbox"/> Other: _____  Date: _____ Clerk: _____	<b>FOR OFFICE USE ONLY: WATER DEPARTMENT</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: _____ Reading: _____ Balance: _____ Date: _____ Clerk: _____ Final Reading: _____ Date: _____ Bill Amount: _____
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# TENANT

## APPLICATION FOR WATER SERVICES

Date: \_\_\_\_\_

Service Start Date: \_\_\_\_\_

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

### Tenant Information:

Primary Name: \_\_\_\_\_ State ID/Driver's License #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Secondary Name: \_\_\_\_\_ State ID/Driver's License #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

### Landlord Information:

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

As the tenant of this property I acknowledge ***that I am responsible for the water bill*** and I understand that if I move from this property I must have a final reading and leave this property with a zero balance. (Landlord ***must*** have application on record.)

As the tenant of this property I acknowledge ***that I am not responsible for the water bill*** and I do not want the water bill in my name. (Landlord ***must*** make application).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY: CLERK'S OFFICE:

Proof of residency: Lease Mortgage

Proof of ID: D/L State ID Other: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

#### FOR OFFICE USE ONLY: WATER DEPARTMENT

Approved Denied Reason: \_\_\_\_\_

Reading: \_\_\_\_\_ Balance: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

## Water Billing General Information

### Water Service

An application is required if a name is being changed/added to an account or if the services are being reconnected. The applicant will be required to **present a government issued photo ID** and may also be asked to provide proof of residency at the service location (lease or mortgage). If the applicant is a landlord, an application for landlords must be completed. If the applicant is a tenant, a current landlord's application must be on file. All bills for water service are due and payable on the 21st of the month (Bi-monthly or every other month billing). Water bills can be paid on or before the due date. Payments can be brought into the clerk's office, Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m. or you can use the drop box located in the parking lot of Village Hall (DO NOT USE CASH). For drop box or mail please remember to include the right side portion of your bill along with the account number written on your check made payable to: Village of Sauk Village. Visa or Master Card payments can be accepted over the phone. Always remember, a final reading must be processed and the bill must be paid in full before the application is approved. You will be notified within 1-2 business days if the application is denied.

- Make an application for water service.
- Show proof of identification & residence

### Final Readings

A final reading is required when a customer is selling their property or when a different tenant is being moved in or out of a rental property. It is the owner's responsibility to schedule an appointment for a final water meter reading. If the owner is selling the property the owner must make sure that the Water Department is contacted to schedule for a meter inspection. A meter inspection is not the same as the final bill. The final bill is good for up to two weeks after the date of the final reading. If the bill is not paid in full, within the two week time frame, the owner will need to schedule another final reading. We will not issue transfer tax stamps or approve an application for water services unless a final reading has been completed and paid in full.

### NEW TENANT

If you are a new tenant, please make sure a final reading for the previous occupant has been completed and paid in full and your new tenant application has been completed and submitted to the Water Billing Department. ***LANDLORDS are responsible for ensuring the water bills are paid on time so please review your lease agreement with your landlord.***

### TENANT MOVING

If you are a tenant that is *moving out* of a property, please make sure that you call the Water Billing office at 708-758-3330 when your final water payment has been completed. This will ensure that your information is removed from the account.

- Schedule an appointment for a final reading at least 2 days prior to the date of your scheduled closing or change of tenant.
- You will need to be present to give the meter reader access to the inside meter.
- The final bill will be faxed to the clerk's office 24 hours after the scheduled appointment.
- Pay the final bill in full within 10 days.
- Pay with Cash, Money Order or Credit Card or a check from the attorney's office handling the closing of the sale. *Personal Checks are NOT accepted.* You can also pay online visit: [www.SaukVillage.org](http://www.SaukVillage.org)

### Discontinuation of water services

A shut off notice will be issued to accounts that are not paid in full within 15 days from the date of billing. If an account is not paid in full within 15 days of the shut off notice, water services will be discontinued. If water service is terminated for nonpayment, (See cost under Reconnection). All reconnection fees must be paid in full in addition to the unpaid balance of the account before the water will be turned back on to the property. Any bills for water service remaining unpaid for thirty days after being due are declared delinquent and will be turned over to our designated collection agency. ***A 30% collection fee will be added to the delinquent balance.***

### Payment of Account:

Water and Sewer bills are billed on the first of the month and are due on the 21st of the month on a bi-monthly billing cycle for residential accounts. Your bill is for two months service. Bills are considered late on the 22nd of the month and late fees will apply. ***Disconnection notices*** are sent out on the 22nd and service will be disconnected if not paid before the 12th of the following month. **Commercial Accounts are billed monthly.**

### **Establish New Service:**

A \$75.00 deposit must be paid prior to the establishment of service. The deposit will be retained until the customer request termination of service. Additionally, a \$25.00 non-refundable fee will be charged on all new accounts to cover administrative costs and establishing an account with the Village. *Sec 78-218 (Ord 16-004)*

### **Payment Arrangement**

An account is **NOT** eligible for a payment arrangement if the water services has been disconnected for non-payment or if an account is delinquent and has been turned over to the collection Agency. 50% of the balance will need to be paid and the remaining balance is to be paid in bi-monthly installments not to exceed one year from the commencement of the installment agreement. A payment agreement must be signed and the initial payment must be received in order for the payment arrangement to be valid.

### **Reconnection of Service (Restoring water services during business hours of the Village)**

The Water Department shall reinstate water service to the customer after receipt of the complete payment including all fees. A reconnection fee of \$100.00 shall be paid to the Village prior to reconnection of service. If a customer requests a reconnection between the hours of 8:00am and 3:30pm on business days, then the services will be reconnected upon payment of all applicable fees and charges, including delinquent amounts and reconnection charges as described shall be \$75.00. Section 78-222 (Ord 16-004)

Before water service can again be fully re-established, the applicant must:

- Pay the balance in full.
- Pay a \$100.00 disconnection fee, plus \$75.00 for any after hours reconnection fees
- Pay with Cash, Money Order or Credit Card. **Checks are NOT accepted.**
- Make a new application for water service.

### **Reconnection of Service (Restoring water services AFTER business hours of the Village)**

The Water Department shall reinstate water service to the customer after receipt of the complete payment including all fees. A reconnection fee of \$120.00 shall be paid to the Village prior to reconnection of service. If a customer requests a reconnection between the hours of 3:30pm and 5:00pm on business days, then the services will be reconnected upon payment of all applicable fees and charges, including delinquent amounts and reconnection charges as described shall be \$75.00. Section 78-222 (Ord 16-004)

Before water service can again be fully re-established, the applicant must:

- Pay the balance in full.
- Pay a \$120.00 disconnection fee, plus \$75.00 for any after hours fees
- Pay with Cash, Money Order or Credit Card. **Checks are NOT accepted.**
- Make a new application for water service.



## ACKNOWLEDGEMENT

Application is hereby made to the Village of Sauk Village for water and sewer services to be used on the premise of the application. Applicant acknowledges receipt of **Water Billing General Information** and agrees to comply with all the rules and regulations as set forth by the Village of Sauk Village.

Additionally, applicant/s/ agrees to:

- ◆ Accept full responsibility for and pay all water consumed and sewer services used, including all applicable taxes and surcharges.
- ◆ The Water Meter *is and shall remain* the property of the Village of Sauk Village. Owner is responsible for any intentional or incidental damages to water meter.
- ◆ That the Village, their employees, agents and or assigns shall have access to the meter, pipes and appliances at all times to ascertain that the services supplied are properly being metered through the meter and that it is properly registering the same.
- ◆ To stop the supply of services for non-payment of bills when due for any services furnished to the applicant at the premises or for the purpose of disconnecting or adjusting the meter or for the purpose of removing the meter with connections. The Village of Sauk Village is not required to inspect, examine or be responsible for the condition of pipes, appliances or the inspection, maintenance or repair of any connection service line other than Village water and sewer mains.
- ◆ That the Village of Sauk Village is not responsible for losses due to water main breaks or mechanical system failures.

I/We hereby acknowledge receipt of **Water Billing General Information** and agree to all of the terms and conditions of Water and Sewer account service as established and amended by the Village of Sauk Village.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Sauk Village

## Schedule of Business License Fees 2018

**Initial Business License Application Fee**     **\$100.00 (This is applicable to the total license fee and is non-refundable)**

**INSPECTIONS:**

*Health Inspection Fee*

(2 required per year for all businesses with food or food preparation):     \$200.00 (\$100 each inspection)

Annual Fire Inspection Fees (All Business Licenses )

\$100.00 (*plus \$20 for every reinspection*)

**TYPES AND COST OF LICENSE:**

**RETAIL BUSINESS LICENSE (Class—R)**

**RETAIL OPERATION** (Commercial Zoning Required including intoxicating liquor establishments, *liquor license are separate*)

- ◆ Less than 2,000 square feet:     \$125.00
  - ◆ 2001 to 4,999 square feet:     \$250.00
  - ◆ 5,000 square feet and over:     \$375.00
- Plus \$10.00 per each 1,000 square feet or any part thereof in excess of 5,000 square feet

**INDUSTRIAL LICENSE (Class—I)**

**Manufacturing, Warehousing and/or Service** (Industrial/Manufacturing Zoning Required)

- ◆ Per square foot cost of \$0.005 (Minimum License Fee of \$375.00)
- ◆ Per loading or unloading dock bay     \$6.00

**MIXED USE (Class—M) This can be a commercial/industrial**

See fee schedules R, I, G and H

**Hotel and Motel (Class—H)**     \$500.00

**Gasoline/Diesel Fueling or Service Station Facility including Oil Change (Class—G)**     \$300.00

- ◆ \$10 per dispensing nozzle for each fuel grade
- ◆ \$100 Carwash Facility (each bay)
- ◆ \$25 for vacuums (regardless of how many)
- ◆ \$25 for each service bay door

**Scavenger Licenses (S)**

- ◆ Residential Hauler     \$1,000 per year
- ◆ Commercial/Industrial Hauler     \$750.00 per year

***For other business and vending licenses see SVMC §18-19***