



847-931-5920 

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www.cityofelgin.org/business 

150 Dexter Court, Elgin, IL, 60120 

# BOOTH APPLICATION

Potential business owners must complete this application before opening their business in the City of Elgin. By filling out this application you are applying for a Certificate of Occupancy and a Business License.

## OFFICE USE ONLY

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

## BUSINESS OWNER INFORMATION

*This will be our city staff's contact person during the application process.*

BUSINESS OWNER'S FULL NAME

BUSINESS OWNER'S PHONE NUMBER

BUSINESS OWNER'S ADDRESS

CITY, STATE, ZIP

APPLICANT IS THE FOLLOWING:

Property owner

Business owner

BUSINESS OWNER'S EMAIL ADDRESS

PROPOSED BUSINESS INFORMATION

BUSINESS NAME

BUSINESS PHONE

BUSINESS ADDRESS, INCLUDING BOOTH #

CITY, STATE, ZIP

MAILING ADDRESS

CITY, STATE, ZIP

SALES TAX ID

FEIN

IF YOU DON'T YET HAVE A SALES TAX ID OR FEIN, HAVE YOU APPLIED FOR THEM?  Yes  No

PROPOSED BUSINESS OPERATIONS

CHECK YES OR NO TO EACH ITEM BELOW

- Daycare  Yes  No
- Food vending machines  Yes  No
- Tobacco products for sale  Yes  No
- Food or food handling  Yes  No
- Space will host classes of any kind  Yes  No
- Space will host events of any kind  Yes  No
- Space will be used in part or in whole as a meeting space  Yes  No

- Video gaming/video poker  Yes  No If so, how many? \_\_\_\_\_
- Massage therapy  Yes  No If so, how many stations? \_\_\_\_\_
- Hair or nail services  Yes  No If so, how many stations? \_\_\_\_\_
- Auto repair  Yes  No If so, how many stations? \_\_\_\_\_
- Tattoo shop  Yes  No If so, how many stations? \_\_\_\_\_
- Liquor products  Yes  No Prepackaged or on-site consumption? *circle one*
- Automatic amusements  Yes  No If so, describe those here: \_\_\_\_\_

DO YOU HAVE A LIQUOR LICENSE FOR THIS LOCATION?  Yes  No

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## PROPOSED BUSINESS DETAILS

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*This information helps staff determine any additional information needs. Be as specific and detailed as possible. For example, if you are selling merchandise, list specifically what you are selling. If you are opening a restaurant, list all components (drive-thru, dine-in, carry-out, etc). If you are opening a salon, list the number of stations and what other additional services will be offered?*

Describe the type of business you are opening and how it will be operated.

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## STATEMENT OF UNDERSTANDING

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- I understand that completion of this application is not a guarantee that I will receive an Certificate of Occupancy or a Business License.
- I understand that additional documentation may be required based upon my proposed business.
- I understand that my business cannot begin operations until I have received a Certificate of Occupancy and a Business License.
- I understand that the City of Elgin may not review or otherwise provide legal advice regarding contracts, leases, or other like instruments.
- I understand that the City of Elgin cannot recommend a contractor or company to provide services.
- I understand that my Certificate of Occupancy and Business License will not be issued until my business has passed all required inspections and is in compliance with the Elgin Municipal Code.

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BUSINESS OWNER'S SIGNATURE

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DATE