



Village of Bradley

Building Standards Department

Don Pallissard
Building Director

111 N Michigan • Bradley, IL 60915 • 815-933-5008 • Fax 815-933-5068
www.bradleyil.org • E-mail: buildingstandards@bradleyil.org

Dear New Business Owner:

The Bradley Village Board of Trustees has adopted ordinances regulating business and licensing. There is a \$50.00 initial fee for each Business Registration. Those businesses/organizations that operate at a not-for-profit status may not be charged the \$50.00 fee if they provide a copy of their not-for-profit status with their completed application forms. There is also a \$50 Administrative Review fee due for application and inspections of all business locations.

Any business that does not complete a business application form will be subject to the non-compliance fines as outlined in Section 18-2 of the Bradley Code of Ordinances.

The Business Registration packet contains the following forms that must be returned with payment prior to a review of your application:

1. **Business Registration Application:** provide local business information; business owner information whether Sole Proprietor, Corporation or LLC; and building owner information as well as emergency contact information.
2. **License Fees Form** to indicate each type of license required for your business, the quantity of each, and your mailing information.
3. **Business Zoning Review Application** to conduct zoning review and inspections by the Department of Building Standards in regard to your specific use of a business location.

Submit your application with fees either by mail or in person at the above address. Payment should be made by check, debit or credit card. Bradley office hours are Monday through Friday from 8:00 a.m. until 4:30 p.m. The Building Department office is closed for lunch from 12-1 p.m. although the Main Office at 147 S. Michigan Avenue is open through the lunch hour and can additionally accept cash payments.

Allow ten to fourteen business days for processing once your completed application packet has been received in our office. The licensing year is June 1 through May 31. Renewal notices will be sent each year by the Village of Bradley.

Please call Gail at 815-936-5104 or email gaschultz@bradleyil.org if you have any questions regarding any of the above.

Village of Bradley
Procedure for New Business Registrations

1. Complete Business Application Form
2. Be sure to include State Sales Tax number if applicable
3. Complete License Fees Form
4. Complete Business Zoning Review Application
5. Submit \$50 Administrative Review fee
6. Submit \$50 Business License fee (prorated to quarter year)
7. Make checks payable to Village of Bradley
8. Submit copies of County, State or Federal licenses required for your business

All the above items must be received in the Building Standards office before a review of the application can commence.

A certificate for a Business Registration will be issued after all applicable departments have approved the application. Applicants should allow fourteen business days for the review process.

Please note the following when completing the Application:

- For an individual owner the Owner information should include first and last name, last four digits of Social Security Number or Federal ID number and home address.
- For corporate ownership the Owner information should include the Corporate Name, Federal ID number and the corporate home office address.
- The Manager information should be the Manager's personal information.
- The Building Owner information is the owner of the property not the owner of the business, if there is a difference.
- **The last 4 digits of an individual's SSN are sufficient for application.**
- Emergency Names should have names and phone or cell numbers of key holders that Police or Fire Department members can contact after hours if there are any problems.

Complete ALL fields (N/A and none are also acceptable responses)

Village of Bradley

Business Name		Business Address	
Local Phone	Square Footage of Licensed Premises	State of Illinois Tax #	
Type of Business	Start Date	Days & Hours of Operation	
Business Owner Name		FEIN or SSN (last 4)	
Home Office Address (include City/State/Zip)		Home Office Telephone	
Manager Name	Home Address (include City/State/Zip)	Manager Telephone	
Property Owner Name	Property Owner Address (include City/State/Zip)	Property Owner Telephone	
Registered Agent Name		Registered Agent Phone	
Registered Agent Address (include City/State/Zip)			
Alarm/Security Provider (if applicable)		Telephone	
Address (include City/State/Zip)		<input type="checkbox"/> Fire <input type="checkbox"/> Burglar Other: <input type="text"/>	
		Sprinkler System: <input type="text"/>	
Emergency Contact 1	Emergency Contact 2	Emergency Contact 3	
Phone1	Phone2	Phone3	
Printed Name of Owner/Representative		Parcel Identification Number	
Signature of Owner/Representative		Date Signed	

Bradley Registration, License & Permit Fees

Please indicate type and quantity of each license and/or sticker needed for the license period of June 1 through May 31.

<u>TYPE</u>	<u>QUANTITY</u>	<u>AMOUNT PER</u>	<u>TOTAL COST</u>
Business Registration	_____	50.00	_____
Administrative Review	_____	50.00	_____
Motor Vehicle Repair (Includes ANY type of repairs on vehicles)	_____	50.00	_____
Cigarette/Tobacco (CIRCLE ONE: Over the counter OR Machine sales)	_____	100.00	_____
Vending Machine Stickers:			
Amusement: SKILL (eg. Pinball Machines, Pool Tables, Cranes, etc.)	_____	50.00	_____
Product/Service (eg. Pop/snack machines, jukeboxes, coin op rides, etc.)	_____	35.00	_____
Video Gaming Terminal (maximum of five)	_____	25.00	_____
Amusement License (Includes theatricals, public shows, sport exhibitions, etc.)	_____	200.00	_____
Scavenger License	_____	500.00	_____
Other _____	_____	_____	_____
TOTALS	_____		\$ _____

Mail Renewal Notices to:

Business Name _____ Attn: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____ (ext. _____)

Contact Person Email Address: _____

Mail Certificates and/or stickers to:

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____ (ext. _____)

Mail this completed form with your payment to:

Bradley-License & Registration, 111 N. Michigan Ave., Bradley, IL 60915

Please Do Not Write Below This Line

Bradley Department of Building Standards

Notice to Business Applicant

Please carefully read the following and sign on the line provided on the bottom of the page. Please note if this page is not signed by the business applicant, your zoning review will be delayed until we receive it. Contact our office if you have any questions.

- ✓ Building or proposed space to be occupied may be inspected by the Village of Bradley Building Standards office for any code updates necessary for the specific use listed on this application. **In some cases, architectural plans are needed due to, but not limited to:**
 1. **Age of building**
 2. **Occupant load changes**
 3. **Use changes**
 4. **Any structural or mechanical changes that include life safety items**
- ✓ Property owner is to notify Building Standards office to set appointment for the required inspections.
- ✓ Property owner is responsible for obtaining a building permit if required. An Occupancy Certificate will not be issued until all final inspections are completed and approved by this office.
- ✓ If a Special Use permit is needed for the proposed business use, the business owner/tenant is required to apply to the Bradley Building Department.

I, the undersigned, have carefully read and understand the above information.

Signature _____ Date _____

Printed Name _____

BUSINESS ZONING REVIEW APPLICATION

Your Name _____

Your Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell _____

Email _____ Website _____

Proposed New Business Address _____

Property Owner _____ Phone _____

Mailing Address _____

Last Property Use _____

Proposed New Business Use _____

Proposed Outdoor Use at New Address (include any outdoor use: storage, parking, etc.)

Inventory on Site _____

Hazardous Materials on Site _____

Adjacent Property Uses _____

Printed Name _____

Signature _____ Date _____