



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@thevillageofbradley.com

Procedure for Amusement License (Carnivals, Circuses, Special Events)

1. Complete License Application Form
2. Complete License Fee Order Form
3. Submit copy of State of Illinois Certificate of Registration
4. Submit Certificate of Insurance showing:
 - a. General Liability limits not less than \$1,000,000
 - b. Workers' Compensation coverage
 - c. Village of Bradley listed as Certificate Holder and Additional Insured
5. Submit letter of permission/rental agreement from landowner
6. Submit applicable fees payable to the Village of Bradley
7. Provide evidence of current inspections on mechanical devices
8. Provide evidence of current inspections for food service
9. A list of all licenses as a transient vendor or itinerant merchant issued in Illinois in the 12 months preceding the application
10. Submit plan for emergency management (security, fire, site plan/floor plan, etc.)

Two (2) weeks prior to opening date:

Carnivals must submit documents received in response to Illinois State Police Bureau of Identification background investigations. List of employees shall include: last name, first name, middle initial, race, gender and full date of birth. An official state or federal issued ID with photo identification should also be submitted for each employee. Examples of ID cards accepted: state ID or driver's license card or immigration cards.

A certificate for an Amusement License will be issued after all applicable departments have approved the application and background reviews are completed by the Police Department. The certificate will be issued pending on-site inspections by Village Inspectors. Applicants should allow a minimum of fourteen (14) to twenty-one (21) days for the review process.

Please contact us if you have any questions:

Gail Schultz

License Coordinator

111 N. Michigan Ave.

815-936-5100 extension 104

or email gaschultz@thevillageofbradley.com

Bradley License Application

Business_Name

Business_Address

Local Phone

Business Fax

State of Illinois Tax #

Type of Business

Date Business Opened

Days & Hours of Operation

Owners Name

FEIN or SSN (last 4)

Owners Home Office Address (include City/State/Zip)

Owners Home Office Telephone

Managers Name

Managers SSN (last 4)

Managers Home Address (include City/State/Zip)

Managers Home Telephone

Building Owners Name

Building Owners Address (include City/State/Zip)

Building Owners Telephone

Registered Agent Name

Registered Agent Phone

Registered Agent Address (include City/State/Zip)

Alarm Provider (if applicable)

Address (include City/State/Zip)

Fire

Burglar

Other

Sprinkler System

Telephone

Emergency Name1

Emergency Name2

Emergency Name3

Phone1

Phone2

Phone3

Parcel Identification Number

Square Footage of Licensed Premises

Signature of Owner

Date Rec'd

2016 Village of Bradley License Fees
Special Events/Temporary Uses

Please indicate below the type and quantity of each license needed for your specified Special Event or Temporary Use. For your convenience, mail this completed form with your payment to:
VILLAGE OF BRADLEY/LICENSES, 111 N. MICHIGAN AV., BRADLEY, IL 60915

<u>TYPE</u>	<u>QUANTITY</u>	<u>AMOUNT PER</u>	<u>TOTAL COST</u>
Amusement License <small>(Includes Special Events such as Carnivals, Circuses, Sporting/Public Exhibitions, etc.)</small>	_____	200.00	_____
Peddlers/Itinerant Merchants	_____	100.00	_____
Administrative Review	_____	50.00	_____
Other _____	_____	_____	_____
TOTALS	=====		\$ =====

Applicant Contact Information:

Business Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ (ext. _____)

Fax _____

Email Address _____

On-site Contact Information:

Name _____ Cell Phone _____

Alternate Name _____ Phone _____

Please Do Not Write Below This Line
