



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

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 Business Registration Certificate being issued:

1. **Business Registration Application:** seeking local business information; business owner information and building owner information.
2. **License Fees Form** to indicate each type of license required for your business, the quantity of each, and your mailing information.
3. **New Business Zoning Form** to conduct zoning review and inspections by the Department of Building Standards.

Submit your application with fees to License Coordinator in the Building Standards office at 111 N. Michigan Avenue. Please allow ten to fourteen business days for processing once your completed application packet has been received by the Village of Bradley. The licensing year is June 1 through May 31. Renewal notices will be sent each year by the Village of Bradley.

Please call 815-933-5008 or email gaschultz@thevillageofbradley.com if you have any questions regarding any of the above.

Sincerely,

Gail Schultz, License Coordinator
Village of Bradley

Enclosures

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

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:

Section B.: 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.**

Section C.: Emergency services contacts 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)

All Blanks MUST be completed.

LICENSE #	Business_Name
-----------	---------------

A.

Business_Address	State of Illinois Tax #
------------------	-------------------------

Local Phone	Business Fax	Type of Business	Date Business Opened
-------------	--------------	------------------	----------------------

Days and Hours of Operation

B.

Owners Name	SSN or FEIN
-------------	-------------

Owners Home Office Address	Owners Home Office Telephone
----------------------------	------------------------------

Managers Name	Managers Social Security
---------------	--------------------------

Managers Home Address	Managers Home Telephone
-----------------------	-------------------------

Building Owners Name	Building Owners Telephone	Building Owners Address
----------------------	---------------------------	-------------------------

MUST complete all applicable items.

Name of Alarm Provider	Address
------------------------	---------

Telephone	<input type="checkbox"/> Fire <input type="checkbox"/> Burglar	Other	Sprinkler System?
-----------	--	-------	-------------------

C.

Emergency Name1	Phone1
-----------------	--------

Emergency Name2	Phone2
-----------------	--------

Emergency Name3	Phone3
-----------------	--------

Emergency Name4	Phone4
-----------------	--------

Emergency Name5	Phone5
-----------------	--------

Parcel Identification Number	Square Footage of Licensed Premises
------------------------------	-------------------------------------

Signature of Owner	Date Rec'd:
--------------------	-------------

2016-2017 Bradley Registration, License & Permit Fees

Please indicate type and quantity of each license and/or sticker needed for the license period of June 1, 2016 through May 31, 2017.

<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 _____