



1003 E. Lakeshore Drive • Round Lake Park, Illinois 60073
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February 16, 2016

Re: Business License for 2016 - 2017

It is time to file for the renewal of your Business License for the year 2016 - 2017 with the Village of Round Lake Park. **All existing Business licenses expire on April 30, 2016.** The Village Municipal Code requires you to have a valid Business License to continue to operate your business. Enclosed is an application form for your convenience.

You will be required to submit the following that apply to your business: **Business Application Form completely filled out, Application for Retail Liquor License, Sellers & Servers Education Training Verification, Copies of Basset Training Certificates (TIP Cards) Insurance Certificate, a copy of the Building Department Inspection Report, a copy of the Fire Department Inspection Report, a copy of the Lake County Health Department Report and a copy of the current State of Illinois Liquor License.** Building inspections will begin the end of February.

Find enclosed a checklist with the application. Everything marked on the checklist must be submitted with payment by April 1, 2016. All incomplete applications submitted will be returned to the business owner which will delay the approval process.

This is just a friendly reminder that if your application for renewal is not received with the applicable fees by the due date you may be subjected to a daily fine of not less than \$100.00 and not more than \$500.00 as well as any court costs for each day your application is late.

We appreciate your cooperation in this matter as it will help keep costs down not only for your business but for the Village as well.

If you are not renewing your business license please inform the Village Hall as soon as possible.

Thank you,
Karen Eggert, Village Clerk

Cc: Mayor Linda Lucassen