



Dear Business Owner:

Enclosed please find your **2021 Village of Itasca Business License Renewal forms**. There have been a few changes made to the process this year; hopefully, you will find this easier than in years' past. Included in this packet are the following:

- ❖ The Business License Renewal page has been modified to allow those that have had no changes to their business structure since last year to certify the same and be done. Please note there are three "required information" fields to ensure we have the best contact information for the business.
- ❖ To ensure the Itasca Police Department has the most accurate contact information, be sure to complete the Keyholder Information Form in its entirety.
- ❖ A COVID-19 Fee Waiver Request form has been included, in light of 2020's pandemic. If the business is requesting a fee waiver, be sure to return this form as well.
- ❖ An invoice for your business, based on the fees that were due for the 2020 renewal period.

*These forms can also be found at www.itasca.com.

In addition to the new forms, the Village is accepting a new method of payment as well: credit card payments may be made online at www.itasca.com.

- 1) Go to www.itasca.com and hover over "I Want To...". Click on "Parking Tickets or Police Fines".
- 2) Click on "Make a one-time payment."
- 3) Choosing from the drop-down menus, choose *Village Hall* as the "Payment Category" and *Accounts Receivable* as the "Payment Type".
- 4) For the invoice number, please enter "BL 2021 - DBA Business Name" (for example, BL 2021 – Itasca Police)
- 5) Proceed with entering the amount to pay and your credit card information. There is a convenience fee for using this service.
- 6) Please email your renewal forms to waterbill@itasca.com.

The renewal forms may also be mailed to Village Hall, Attn: BL Renewal 2021, with checks.

The Itasca website contains your company listing. Please review the listing for any additions, deletions, or changes. Please note that signs used to advertise your business may require a permit; please call the Business Development Department before you hang signs of any type to ensure compliance.

Business license renewals are **due by January 31, 2021**. If you have any questions, please feel free to call (630) 773-0835.

Sincerely,

A handwritten signature in black ink that reads "Jessica Spencer".

Jessica Spencer
Administrative Services Manager
Village of Itasca

Enclosure



2021 BUSINESS LICENSE RENEWAL

The name, address, phone, fax, e-mail, website, and business contact may be listed in the Itasca Online Business Directory.

Renewal Certification Statement

I certify that I am authorized by the business referenced herein located within the Village of Itasca and state, to the best of my knowledge and recollection, that the facts presented on the 2020 Business Renewal Form are still accurate and in effect as of the date of this form. I understand that any changes to the contact information and the status or structure of the business must be made known to the Village of Itasca Community Development Department.

Please complete the required fields below marked with an asterisk (*).

Signature _____ Date _____

Business Information

*Business Name: _____

*DBA: _____

Address of Primary Location: _____ Phone: _____

Mailing Address (if different): _____ Fax: _____

*Email: _____ Website: _____

Owner/Principal/Site Manager Information

Contact Information (if different from owner/principal/site manager)

Name: _____ Name: _____

Title: _____ Title: _____

Phone: _____ Phone: _____

E-mail: _____ E-mail: _____

Site Information

of Employees: _____ # of Vending Machines: _____

Sq. Ft. of Facility: _____ Live Entertainment License Needed? YES NO

FOR OFFICE USE ONLY

Date Paid: _____	Bus. Lic. #: _____	Check #: _____	Amt Paid: _____
Vend. Lic. #: _____	Tobacco Lic. #: _____	Live Ent. Lic. #: _____	

ITASCA POLICE DEPARTMENT

"An Illinois Accredited Police Agency"



540 W Irving Park Road, Itasca, Illinois 60143-2018
Phone: 630-773-1004 www.itasca.com/police

Dear Business or Property Owner,

The Itasca Police Department needs your help in updating key holder information for your business located in Itasca. This information is used in the event of an emergency after normal business hours and all other times when your business is closed. If you have multiple locations, with the same responder information, please send a list of the property addresses when returning this letter.

This information will be used for LAW ENFORCEMENT AND FIRE PURPOSES ONLY. The following information is needed to complete our records. You will be asked to complete this form every twelve (12) months.

Key Holder Contact Information

Please provide three (3) names and contact information in the order that they are to be contacted in the event of an emergency after normal business hours. These people **must** have keys to the property.

1. Name:

Home Address:

Home Phone:

Cell Phone:

2. Name:

Home Address:

Home Phone:

Cell Phone:

3. Name:

Home Address:

Home Phone:

Cell Phone:

Business Name: _____

Business Address: _____ Itasca, IL 60143

Business Phone Number: _____



VILLAGE OF ITASCA

COVID-19 FEE WAIVER REQUEST

Complete this form and submit electronically to bills@itasca.com with the 2021 Business License Renewal Packet no later than January 31, 2021.

Business Legal

Name

DBA or

Tradename

Business Address

Primary Contact

Business Phone

Email Address

Business TIN

Please explain the hardship for this business to pay the license fee(s):

I certify that the information provided in this application is true and accurate in all material respects. Further, I certify that COVID-19 has had a negative financial impact on this business, making it necessary to request a fee waiver. I understand I may be required to provide financial verification to support this request.

Signature of Authorized Representative of Applicant Date

Print Name Title