



## BUSINESS LICENSE AND REGISTRATION PROCESS

October 29, 2025

Dear Business Owner/Manager,

The Village of Itasca would like to remind you that it is time to renew your annual Business License or register your State-licensed business with the Village. **Your current business license expires December 31, 2025.**

### BUSINESS LICENSE RENEWAL PACKET

For renewal, please complete the enclosed Business License Renewal Form (available online at [www.itasca.com/renewal](http://www.itasca.com/renewal)). Each of the following forms must be completed at this time (if applicable).

- Business License Renewal Form Includes:
  - Vending License(s)
  - Tobacco License
  - Live Entertainment License
- 24-Hour Emergency Keyholder Form
- Burglar Alarm Permit Form

### BUSINESS LICENSE AND ADDITIONAL FEES

Business Total Square Footage	Business License Fees
5,000 square feet or less	\$75
5,001 - 10,000 square feet	\$90
10,001 - 50,000 square feet	\$200
50,001 - 100,000 square feet	\$400
100,001 - 200,000 square feet	\$500
200,001 - 300,000 square feet	\$800
300,001 - 400,000 square feet	\$1,200
400,001 square feet or more	\$1,600
Professional Business Registration	No Fee

Additional Licenses	Additional License Fees
Vending License (per machine)	\$25
Tobacco License (per establishment)	\$100
Live Entertainment (per establishment)	\$600



## PROFESSIONAL BUSINESS REGISTRATION

If you have a professional business that has been licensed by the State of Illinois, you are not required to obtain an Itasca Business License (e.g. doctor, CPA, attorney, etc.). However, in order to better serve our business community, the Village is asking that all businesses register with the Village by completing the Business License Form. There is no fee for registering your business.

## SUBMITTAL OF FORMS AND PAYMENT

**Please return the completed forms and payment by Monday, December 1, 2025**

Please submit forms and payment using the same method.

Please do not pay online if submitting forms by Mail, Village Hall Drop Box, or In Person.

## NEW - ONLINE SUBMITTAL AND PAYMENT INSTRUCTIONS



### Village of Itasca Online Payment Website

1. Go to the Village's Website at [www.itasca.com](http://www.itasca.com)
2. Click [Online Payments](#)
3. Click [Sign In/Register](#) to Register
4. Select Licenses (Contractor and Business)
5. Select Business and Complete the Fields to Associate Licensee with Online Registration
6. Wait for an email from [noreply@incode.tylerhosting.cloud](mailto:noreply@incode.tylerhosting.cloud) confirming approval of your association. Please note, this could take up to 48 hours.
7. When approved, under Licenses, click [Home](#)
8. Open the License
9. Click Renew License
10. [Attach Renewal Forms](#)
11. Click Request Renewal
12. Wait for an email from [noreply@incode.tylerhosting.cloud](mailto:noreply@incode.tylerhosting.cloud) confirming approval of your renewal. Please note, this could take up to 48 hours.
13. When approved, under Licenses, click [Home](#)
14. Click Pay Balance (Visa and Mastercard Accepted)

## CONTACT US

For assistance with renewing your business license, contact the Village Hall at (630) 773-0835 or Niki at [nrenslow@itasca.com](mailto:nrenslow@itasca.com).

Thank you for locating your business in the Village of Itasca!