

Village of Glen Carbon 2020 Business Registration Application

- Complete entire application. Incomplete applications will be returned. Use N/A if question does not apply.
- Include floor plan of business with dimensions.
- Include copies of all certificates, if applicable.
- Include Home Occupation Letter, if applicable.

Year Business Started	
Year Business Started in Glen Carbon	

New Application	
Renewal	

Email To Provide 2020 Business License	
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Business Owner Information	
Name	
Address	
Phone Number(s)	
Email Address	

Manager Information <i>(if applicable)</i>	
Name	
Address	
Phone Number(s)	
Email Address	

Corporate Information <i>(if applicable)</i>	
Name	
Address	
Phone Number(s)	
Email Address	

Alarm Company Information <i>(if applicable)</i>	
Name	
Address	
Phone Number(s)	
Email Address	

Company Type (please check one)			
Commercial		Limited Partnership	
Limited Liability Company		Professional Corporation	
Home Occupation		Sole Proprietorship	
Non-Profit		Other	

Business Information		
Name		
Physical Address		
Doing Business As (d/b/a)		
Phone Number		
Email Address		
Mailing Address		
Number of Employees	Full-Time	Part-Time
Hours of Operation		
Federal Employee Identification No. (FEIN)		
Illinois Business Tax No.		
Is this be a home based business? <i>If yes, submit copy of Home Occupation Letter</i>		
Will Business be serving food? <i>If yes, attach copy of Madison County Health Dept. Cert.</i>		

List any Federal, State or County Licenses or Certificate Held (Attached copy of each to application)
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List any toxic, flammable or hazardous materials stored at location.

Please give a brief explanation of day to day operations.

By signing this Business Registration Application, I represent that all information is complete and accurate. I understand the Village Code as it pertains to Business Registration (Section 3) Zoning Regulations (Chapter 10). I also understand that any false information provided in this Application may be utilized to revoke my business registration.

Signature of Owner

Date

Please draw floor plan here or submit on seperate piece of paper.



HOME OCCUPATION ONLY

Sample Letter for Home Occupation *(This letter addresses your compliance with the subject home occupation ordinance and requests approval of your home based business.)*

Date

Glen Carbon Building and Zoning Department
Building and Zoning Administrator
151 N. Main Street
Glen Carbon, IL 62034

To Whom it May Concern:

I am in the process of starting a **(STATE YOUR TYPE OF BUSINESS HERE)**. I would like to start as soon as possible, but I understand that I need approval from your office concerning this matter. I am to be listed with the State of Illinois as a sole proprietor. The business is to be named **(TYPE YOUR BUSINESS NAME AND YOUR HOME ADDRESS HERE)**.

In regards to Chapter 10, Section 10-14-4C of Village regulations, they apply to this business in the following manner: **(Explain how each of Section 10-14-4C is being complied with. Sample follows)**.

- (a) The home occupation shall be conducted within the dwelling which is the bona fide residence of the principal practitioner or in any building accessory thereto which is normally associated with a residential use.
- (b) No stock in trade shall be displayed or sold on the premises.
- (c) No alterations to the exterior appearance of the principal residential building or premises shall be made which changes the character thereof as a residence.
- (d) No outside display of goods or outside storage of equipment or material used in the home occupation shall be permitted.
- (e) No persons other than a member of the immediate household occupying such dwelling shall be employed on the premises.
- (f) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character thereof.
- (g) No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street.
- (h) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.
- (i) No signs accessory to such home occupation shall be displayed except as permitted or authorized by applicable village sign regulations; and
- (j) A home occupation shall be subject to all applicable village occupational licenses and permits. (Ord. 96-21, 9-10-1996)
- (k) I am aware of any and all applicable Homeowner's Association Covenants that may pertain to the operation of home occupations and do hereby affirm that I am in compliance with the same.

Your prompt attention is requested and appreciated. If you have any questions, you may reach me at **(TYPE YOUR DAYTIME PHONE NUMBER HERE)**.

Sincerely,

TYPE YOUR NAME HERE THEN SIGN

*** NOTE: Please attach a separate page explaining your business (what services/products are offered, how and where business will be conducted, etc...) and any other information which you feel is pertinent to your home occupation request.**