



CITY OF WEST CHICAGO

Application for Business Registration Renewal

Please check one:
 Annual Registration Renewal—\$30.00 for existing businesses if postmarked before December 31st.

 Fee Exempt \$0.00 for government agency, non-profit, religious, or charitable organization.

 Late Registration Renewal—\$110.00 for existing businesses if postmarked after December 31st.

Business Activity and Location

Business Name _____

(Doing Business As)

Business Address _____

(Multiple site locations in West Chicago? See below)

West Chicago, IL 60185

(Include Bldg. No. and/or Suite/Unit/Floor No.)

Primary Contact Person _____

(First Name)

(Last Name)

(Title)

Contact Phone _____

Contact Email _____

 No. of _____
Employees

Please describe ALL activities and operations currently performed at your location _____

Multiple Site Locations in West Chicago

As applicable, for businesses with multiple locations in West Chicago.

2ND Site Address _____

(Include Bldg. No. and/or Suite/Unit/Floor No.)

Contact Name & Phone _____

3RD Site Address _____

(Include Bldg. No. and/or Suite/Unit/Floor No.)

Contact Name & Phone _____

4TH Site Address _____

(Include Bldg. No. and/or Suite/Unit/Floor No.)

Contact Name & Phone _____

5TH Site Address _____

(Include Bldg. No. and/or Suite/Unit/Floor No.)

Contact Name & Phone _____

Alternate Mailing Address

 (NOTE: Business Registration and City correspondence will be sent to the business address above *unless* an alternate mailing address is provided here.)

Contact Name and/or Company _____

Email _____

Address _____

City, State Zip _____

Phone _____

ONLINE RENEWAL:

 Complete the Business Registration Renewal at: <http://westchicago.org/business-registration/>. **Please remit payment by mail or in person along with a copy of your online renewal email confirmation to ensure accurate processing.**
BY MAIL/ IN PERSON:

 Mail or bring this completed application (or a copy of your online renewal email confirmation) and your check made payable to the City of West Chicago to: **City of West Chicago, Attn: Business Registration, 475 Main Street, West Chicago, IL 60185.** Fee payments may also be made with a credit/debit card. No cash.

The registration of your business expires on December 31st each calendar year. Please make plans to renew your Business Registration prior to this date each year as required by Municipal Code (Chapter 9 - Article 3). Registration Renewal forms will be mailed and/or emailed to you at the address provided *unless an alternate mailing address* is provided. While government agencies, non-profits or charities are not required to pay the fee, we do ask you to submit a completed application. **The renewal fee is \$30.00 if postmarked by 12/31 and \$110.00 if postmarked after that date.**