



## Business Registration Application

Village of Olympia Fields, 20040 Governors Highway, Olympia Fields, IL 60461  
(708) 503-8000 (708) 503-8002 (FAX)  
www.olympia-fields.com

FEE: \_\_\_\_\_

Date of Application:  Type of Business:

Name of Business:

Business Location:  Suite Number:

If mailing address is different:

Business Phone:  Business Fax:  Website:

Business Owner's Name:  Employer ID # or Federal Tax ID#:

Business Owner's Home Address:  City & Zip:

E-mail:

### BUSINESS OPERATIONS INFORMATION

Manager's Name:  Manager:  On Site  Off Site

Number of Employees:  Hours of Operation:

Does your business require a license from the State of Illinois? If yes, please provide a copy.  YES  NO

Do you plan to sell or serve food?  YES  NO Do you hold a Food Service Sanitation Certificate?  YES  NO

Prepackaged  Prepared

If yes, please attach a copy.

Caterer  Restaurant

### BUILDING AND FACILITY INFORMATION

Do you:  Own  Rent/Lease your business property? Is your business home-based?:  YES  NO

Do you have an alarm?:  YES  NO If yes, please complete an Alarm Permit and pay the required registration fee.

Management Company:  Phone Number:

Address:  City, Zip

KEYHOLDERS/EMERGENCY INFORMATION:

Name	<input type="text"/>	Address:	<input type="text"/>	Phone:	<input type="text"/>
Name	<input type="text"/>	Address:	<input type="text"/>	Phone:	<input type="text"/>
Name	<input type="text"/>	Address:	<input type="text"/>	Phone:	<input type="text"/>

SENIOR CARE/CHILD CARE FACILITIES

Child Care     Senior Care    How many clients?:

Is your facility licensed by the State of Illinois? If yes, please provide copies.  YES     NO

New Businesses

All new businesses opening in the Village of Olympia Fields must pass a building inspection and a fire inspection before the business registration certificate and certificate of occupancy can be issued. In addition, all food businesses will be required to pass a health inspection before the certificates can be issued.

If your business requires signs, a sign permit must be completed and approved by the Village.

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All applications must be received by January 15 of each calendar year. Failure to complete and return this application may result in the assessment of fees or fines in accordance with Ordinance No. 2001-13.

I agree to abide by all rules, regulations and ordinances of the Village of Olympia Fields. I further state that all the information above is true and accurate.

Signature: