

## 2026 BUSINESS LICENSE APPLICATION

☐ New Business   ☐ Annual License Renewal   ☐ Ownership Change   ☐ Address Change   ☐ Business Name Change

**\*\*\*All fields must be completed or marked N/A if not applicable\*\*\***

### Business Information

**Northbrook Business Name:** \_\_\_\_\_ **D/B/A** \_\_\_\_\_

**Northbrook Business Address:** \_\_\_\_\_ **Suite:** \_\_\_\_\_

**City/Zip (if not Northbrook)** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Business Email:** \_\_\_\_\_

**Business Website:** \_\_\_\_\_

**Sales Tax (IBT) #:** \_\_\_\_\_

**What is the Floor Area of the place of business in square feet?** \_\_\_\_\_ **Sq.Ft.\***

\*Retail/Grocery businesses of 3,000 square feet or greater are required to charge ten cents per single-use (paper or plastic) bag.  
See [www.northbrook.il.us/1125/Single-Use-Bag-Tax-for-Businesses](http://www.northbrook.il.us/1125/Single-Use-Bag-Tax-for-Businesses) for details about the ordinance and instructions for remittance and reporting. If you have further questions please contact the Sustainability Coordinator at [sustainability@northbrook.il.us](mailto:sustainability@northbrook.il.us).

### Business Primary Contact Information:

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Form of Business:**   ☐ Partnership   ☐ Corporation   ☐ Limited Liability Company

**Owner or Principal Officer:** \_\_\_\_\_ **Personal Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Owner or Principal Officer:** \_\_\_\_\_ **Personal Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### Billing Information (For RENEWAL- If there's no change from last year, mark box.

**NO CHANGE:** ☐

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**\*Illinois has a Freedom of Information Act pertaining to public records. Most written communications (including any "Business Information" or "Billing Information" identified on this application) to or from village officials and staff could be considered public records which would be available to the public and media upon request. Include only that information related strictly to the business.**

**Building Owner Information (For RENEWAL- If there's no change from last year, mark box.**

**NO CHANGE:** ☐

Owner/Property Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Outdoor Dining (For RENEWAL- If there's no change from last year, mark box.**

**NO CHANGE:** ☐

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If there are any changes (location, layout, size, etc.) from the latest approved outdoor dining permit on file with the Village, a new [Outdoor Dining Permit Application](#) is required which must include plans showing the proposed changes.

**Falsification or omission of any information on this application may be grounds for denial or revocation.**

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| ✓ Has the applicant(s) been convicted of a felony?  | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| ✓ Has the applicant(s) been convicted of any crime of moral turpitude?  | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| ✓ Has the applicant(s) unsuccessfully defended a civil proceeding wherein he or she was charged with fraud, misrepresentation or unscrupulous business practices? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

\*\*\*\*If you answer **YES** to any of the questions above, please provide additional information:

**AFFIDAVIT**

I (we) swear and affirm that I (we) will not violate any of the Ordinances of this Village or the laws of the State of Illinois or of the United States of America in the conduct of the place of business described in this application and that the statements contained in this application are true and correct to the best of my knowledge and belief.

**Date:** \_\_\_\_\_ **Signature of Business Owner or Manager:** \_\_\_\_\_