





# VILLAGE OF NORTH RIVERSIDE

## NEW BUSINESS LICENSE APPLICATION

### BUSINESS OWNER/MANAGER INFORMATION:

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Corporate Officer: Yes\_\_\_\_ No\_\_\_\_ Title: \_\_\_\_\_

Stockholder: Yes\_\_\_\_ No\_\_\_\_ % of Stock: \_\_\_\_\_

2. Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: (\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

3. Emergency Contact:

Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

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

### PROPERTY OWNER / LANDLORD INFORMATION:

4. Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

5. Mailing address: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

### RETAIL PRODUCTS SOLD (mark all that apply):

\_\_\_\_ Packaged Snacks & Beverages

\_\_\_\_ Tobacco Products

\_\_\_\_ Fresh Food / Produce

\_\_\_\_ CBD Products (Specify) \_\_\_\_\_

\_\_\_\_ Clothing / Textile Products

\_\_\_\_ Packaged Beer / Wine / Spirits

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Poured Beer / Wine/ Spirits

### NUMBER OF MACHINES ON PREMISES:

*All vending and coin operated machines must be licensed by the Village*

\_\_\_\_ Amusement Games / Machines

\_\_\_\_ Drink / Food Vending Machine

\_\_\_\_ Video Gaming Machines

\_\_\_\_ Gumball / Candy Vending

\_\_\_\_ Jukebox Machines

\_\_\_\_ ATM Machine

\_\_\_\_ Games of Chance

\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_ Pool Tables



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### **EXTERIOR SIGNS** (all exterior signs will be inspected annually):

\_\_\_\_\_ # of Illuminated Signs      \_\_\_\_\_ # of Non-illuminated Signs

### **GARBAGE & PEST CONTROL RESPONSIBILITY:**

\_\_\_\_\_ Landlord                      \_\_\_\_\_ Business Owner

Information below is required before licensing:

**Garbage Company:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Garbage Collection Days: \_\_\_\_\_

**Pest Control Company:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Frequency Schedule: \_\_\_\_\_

### **FIRE INSPECTIONS:**

*The North Riverside Fire Department (NRFDD) provides a yearly inspection for the public health, welfare, and safety of people who will occupy or visit the business premises. This is a mandatory Village requirement for all businesses.*

*In case of an emergency NRFDD may need immediate access to your business. If you rekey your doors, please make sure your Knox Box has the correct keys.*

### **Contact Person Responsible for Fire Inspections:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_



# VILLAGE OF NORTH RIVERSIDE

## NEW BUSINESS LICENSE APPLICATION

### BUSINESS DELIVERY & CATERING VEHICLES:

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LICENSE PLATE #	YEAR	MAKE	MODEL	COLOR
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LICENSE PLATE #	YEAR	MAKE	MODEL	COLOR
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### LICENSING INFORMATION:

- **This business application renewal form must be submitted before a licensing invoice will be generated.**
- **Upon receipt, your business license invoice will be sent out within 10 business days.**
- **Licenses will be mailed or emailed 10 days after payment is received.**

**Send invoice to:**

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Address or email

**Send license to:**

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Address or email

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Signature of Applicant

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Date

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Printed Name

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Title