

Employee Type	# of Employees	How many are Evanston residents?
Full-Time		
Part-Time		
Independent Contractor		

Applicant:

Same as: Business Owner Other (provide below)

Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Property: Own Lease **If Lease, indicate lease expiration date:** _____

If Leased, Provide Property Owner Information:

Leased Property Owner or Representative Name: _____

Address: _____

Phone: _____ **Email:** _____

Website: _____

Business Owner's Home Address (Required as per 3-27-3 (A) City of Evanston Ordinance):

Name: _____

Home Address: _____

Phone: _____ **Email:** _____

Billing Address:

Same as: Business Address Property Owner Address
 Business Owner Residential Address Applicant Other (provide below)

Name: _____

Address: _____

Phone: _____ **Email:** _____

I hereby certify and represent that the above information is true and correct:

Print Name: _____ **Position/Title:** _____

Signature: _____ **Date:** _____

Business License Fee List

Application Fees (required for all Business License applications):

Application Fee	\$50
Inspection fee (Building and Fire)	\$150

Business License and License Renewal Fees (based on the business type or business square footage):

0-3000 Square Feet Bus. Gross Area.....	\$75
3001-10000 Square Feet Bus. Gross Area	\$150
10000+ Square Feet Bus. Gross Area.....	\$250
Lumber Yard	\$250
Motor Vehicle Repair Shop.....	\$150
Pawnbrokers	\$125
Dry Cleaner	\$50
Second Hand Dealer - Antique Shop.....	\$94
Movie Theatres95 cents per seat
Junk Yard/Dealer	\$313
Bill Poster	\$125
Undertakers.....	\$150
Pet Shop/Kennels	\$94
Consignment Shop.....	\$94
Laundries	\$150
Home based business registration.....	\$25
Contractors and others not maintaining a place of business within the City	\$40

Licenses Issued on and after July 1 are pro-rated at 50% of the License fee.

Late renewal payments are assessed a 20% penalty fee.