



City of
BRAIDWOOD

141 West Main Street, Braidwood, IL 60408 • PHONE (815) 458-2333 • FAX (815) 458-6074 • www.braidwood.us

INSTRUCTIONS FOR BUSINESS LICENSE APPLICATION

Dear City of Braidwood Business Owner

Please see the attached form to fill out in order to secure your license for Calendar Year 2022. Please note that new license applications are not retroactive. Licenses expire on December 31st of their respective business year. Upon expiration, a renewal application will need to be submitted. Please submit all of the following for your business license:

1. A completed application. A blank application is enclosed. Scanned signatures are acceptable.
2. 2. Payment to "City of Braidwood." License fee is \$50.00

You may submit the above in any of these ways:

- By mail to City Clerk, Braidwood City Hall, 141 W. Main St., Braidwood, IL 60408.
- In person at City Hall, Monday- Friday, 9:00 a.m. - 5:00 p.m.
- Through the City Hall drive-through Drop Box, available 24/7.

Please call me at (815) 458-2333 if you have any questions.

Respectfully,

Hillary Bohac
City Clerk



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APPLICATION FOR BUSINESS LICENSE

Renewal
New

PLEASE NOTE: Any misrepresentations or falsification of the information sought below will result in revocation of the certificate as granted.

Date: _____ Illinois Retailers Tax Number: _____

Name of Business: _____ Partnership Corp

Address: _____ City: _____ State: _____ Zip: _____

Is this a new address for this business? Yes No

Business Phone: _____ Emergency Phone: _____

Owner/Contact Name: _____ Home Phone: _____

Owner/Contact Home Address: _____ City: _____

Owner/Contact State: _____ Zip: _____ Email: _____

Business products and services: _____

Food Service Establishment: Yes No

Food Sanitation Certification#: _____

Name of Person Certified: _____

Liquor License (Type): _____

It is understood that no business may be commenced unless and until approval has been granted. I agree to comply with all state statutes, city ordinances and regulations relating to the above business.

Name of Applicant

Signature of Owner/Manager

(please print)