

# Village of Itasca New Business Packet

For all types of businesses in all zoning districts,  
EXCEPT office uses in the O-R and ROC Districts



**Village of Itasca**  
550 W. Irving Park Road  
Itasca, IL 60143  
PHONE: 630-773-5568  
FAX: 630-773-0852  
[www.itasca.com](http://www.itasca.com)

*An electronic version of this packet can be downloaded and completed at  
[www.itasca.com/newbusiness](http://www.itasca.com/newbusiness)*

Revised May 2017

---

# Village of Itasca

## New Business Packet

### Table of Contents

	<u>Page</u>
Welcome to Itasca	3
Itasca Chamber of Commerce Information	4
Overview of Business Licensing and Inspections	5
Frequently Asked Questions	6
New Business Application Checklist	7

### Forms and Other Information

- New Business Application (required)
- Non Residential Waste Water Survey (required)
- Key Holder Information Form (required)
- Tobacco Seller's License Application Form (depends on business)
- Eating Establishment Tax Information
- Eating Establishments Registration Form (depends on business)
- Eating Establishment Tax Return Form (depends on business, submitted regularly after business opening)
- False Alarm Fees Information



550 W. Irving Park Road, Itasca, Illinois 60143-2018  
630-773-0835 • Fax 630-773-2505 • [www.itasca.com](http://www.itasca.com)



## Welcome to Itasca

Dear Business Owner:

On behalf of the residents and businesses of Itasca, I would like to welcome you and your business to our community.

We strive to make Itasca a great place to do business. Itasca is conveniently located just five miles west of O'Hare International Airport at the crossroads of I-290, I-355, and IL-390. Our strategic location provides easy access to destinations throughout the Chicagoland region, nation, and international business world. Itasca offers some of the lowest tax rates in DuPage County, superior municipal services, a high quality of life, and on-going business support.

The Village created this packet in order to help ensure the new business permitting process is transparent, predictable, and efficient. If you have questions at any time, please do not hesitate to contact Itasca's Community Development Department at (630) 773-5568. Village staff are available to answer any questions you may have and to meet one-on-one with you, should you desire.

In cooperation with the Itasca Chamber of Commerce and the Greater O'Hare Business Association (GOA), the Village offers a number of resources and networking events for your business. You may wish to consider joining this organization and information about the Itasca Chamber of Commerce is included in this packet. Also, watch for upcoming events on our economic development social media pages. Follow us on facebook at "Itasca Means Business," and on twitter at @ItascaMeans.

Thank you for choosing Itasca as your business home.

Sincerely,

Jeff Pruyn, Mayor



## **Mission**

The mission of the Itasca Chamber of Commerce is to promote business alliances and advance the professional, economic, and industrial welfare of Itasca.

## **Benefits**

- ***Networking***  
The Itasca Chamber of Commerce can be a terrific source of business for your firm. Monthly meetings, committee involvement and special events offer you the opportunity to develop valuable business connections.
- ***Timely Business Seminars***  
Throughout the year the Itasca Chamber of Commerce will sponsor seminars on a wide variety of topics. These seminars are informative, educational and designed to further enhance your business, making you more competitive in your market.
- ***Annual Events/Community Involvement***  
Our yearly events include the elegant Wine & Beer Tasting, sold-out Summer Golf Outing, the hugely successful Multi Chamber Expo and a premier Fall Event. Both businesses and residents are invited to attend.
- ***Economic Development***  
The Itasca Chamber of Commerce and the Village of Itasca cooperate to stimulate commercial activity, attract business into our area and encourage financial investment within the community.
- ***Advertising & Promotion***  
As a member, your company will be listed on the Itasca Chamber of Commerce website with a link to your website and will be listed in our membership directory. Members can also take advantage of advertising in the newsletter and special event sponsorships to market their company.
- ***InterAction Newsletter and Pipeline News***  
Members are kept informed of current topics, activities and member news through the InterAction and Pipeline New Publications. You will also receive separate mailings notifying you of special events and meetings throughout the year.
- ***Affiliate of the Greater O'Hare Association***  
The Itasca Chamber of Commerce is an affiliate of the Greater O'Hare Association, Illinois' premier regional business organization. Through this affiliation you also may have a membership with the Greater O'Hare Association if you choose.

## **Joining the Itasca Chamber of Commerce**

For more information or to join, please call the Itasca Chamber of Commerce at (630) 773-2949 or visit our website at [www.itascachamber.com](http://www.itascachamber.com).

## Overview of New Business Licensing and Inspections

The following is an overview of the process to become a properly licensed business in the Village of Itasca. Please contact the Community Development Department at (630) 773-5568 with any questions.

- 1. Submission of Application Forms and Fees:** Business completes and submits all applicable forms found in the Itasca New Business Packet, with required fees, to the Village of Itasca, Community Development Department, 550 W. Irving Park Rd., Itasca, IL 60143. A checklist to help determine what forms and fees is included is on Page 7 of this packet. *Please Note: Payment of the New Tenant Inspection fee is required to schedule the inspection. Payment of the Total Licensing Fees is optional at the time of your submission of the New Business Application.*
- 2. Scheduling New Tenant Inspection:** After submitting all applicable forms and fee(s), the Business should contact the Community Development Department to schedule a New Tenant Inspection (NTI). The NTI can be scheduled either in person or by calling (630) 773- 5568.
- 3. Staff Review and Board Approval of Use:** Village staff will review the application to ensure it is complete and that the proposed use (i.e., type of business) is compatible with the zoning district in which it will be located. If the use is compatible, staff will recommend approval and forward its recommendation to the Village Board of Trustees for consideration. If the use does not comply with the existing zoning regulations, you will be contacted by staff regarding further steps that need to be taken.
- 4. Zoning Certificate Approval by the Board of Trustees:** After Village staff reviews and recommends that the proposed use is compatible with the zoning district in which it will be located, the Village Board of Trustees will then review the recommendation and either approve or deny the proposed use. If the use is approved, a Zoning Certificate is issued.
- 5. New Tenant Inspection:** Prior to a new business moving in, it is necessary that the Village of Itasca Community Development Department and local Fire District inspect the existing facilities to determine if the building is appropriate for occupancy. Once the inspectors have completed their inspections, a list of inspection findings will be prepared and forwarded to you for your review. This list will include any code and life safety violations that need to be corrected prior to occupancy. The list may also include additional items that should be addressed. Review the list of items with your contractors and with the Community Development Department to determine a timetable for completion of all outstanding items. It is imperative that all life safety issues be addressed prior to occupancy.  
  
Once a timetable has been arranged, building permit(s) will need to be obtained for the work that needs to be completed. An appropriate cash bond will need to be posted by the applicant to ensure completion of the work prior to the issuance of any type of Certificate of Occupancy.
- 6. Certificate of Occupancy:** Once all items identified in the New Tenant Inspection are completed to the satisfaction of the Village, a Certificate of Occupancy will be issued and all associated cash bonds refunded. The business can now occupy the building/space. However, the business cannot begin operating until a Business License is issued.
- 7. Business License Issued:** Following the issuance of the Certificate of Occupancy and Zoning Certificate, the Village Clerk's office will issue a Business License. Please note: if you did not pay all license fees when submitting your New Business Packet, the Village will not issue your Business License until all fees are paid. Questions about Business Licenses can be directed to the Business License staff at (630)-773-0835.
- 8. Other Applications and Licenses May Be Required.** Depending on the type of business, the activities that take place at the business, and the equipment used to operate the business, additional documents may be required to be completed. These forms are included in this packet. Please contact the Community Development Department at (630) 773-5568 with any questions or assistance with determining if any of these documents are necessary.

## Frequently Asked Questions

### **Q: What fees are required when submitting my New Business Packet?**

**A:** The Village of Itasca offers the option to pay all required licensing and inspection fees up-front when submitting your new business application. This can help ensure your application is not unnecessarily delayed. To pay all required licensing and inspection fees up-front, please submit: 1.) the New Tenant Inspection Fee; and 2.) all Licensing Fees. Please see the fee calculator contained in this packet for more information on how to calculate the required fees. If a business chooses, they may pay only the New Tenant Inspection Fee when submitting their application. However, all other licensing fees must be paid prior to the Village issuing a business license.

### **Q: May a New Tenant Inspection (NTI) be performed without a Business License application?**

**A:** Yes, the Village of Itasca Community Development Department can perform a New Tenant Inspection independently. To arrange for a New Tenant Inspection independent of a New Business License, please contact the Community Development Department at (630) 773-5568.

### **Q: How long does it take for me to get my Certificate of Occupancy?**

**A:** If no violations are found during a New Tenant Inspection, a Certificate of Occupancy can typically be issued within a couple of days of the inspection. However, if violations are found, a permit will need to be obtained to perform the work and the work will need to be completed. The Village will then need to re-inspect the property. For questions on applying for permits, contact the Community Development Department at 630-773-5568.

### **Q: How long after I get my Certificate of Occupancy can I get my Business License?**

**A:** In order to be issued a Business License, a business must have a Certificate of Occupancy (or Conditional Certificate of Occupancy), a Zoning Certificate from the Village Board of Trustees, and have paid all inspection and licensing fees. The Village Board of Trustees approves Zoning Certificates at its regular meetings. Contact the Community Development Department at (630) 773-5568 for upcoming meeting dates and submittal deadlines.

### **Q: What is the Village's fee refund policy?**

**A:** If an applicant chooses to prepay all licensing fees up-front and ultimately decides not to open in Itasca, the Village will refund any fees for unissued licenses. Unfortunately, the Village cannot refund fees for any inspections (including the New Tenant Inspection) or any licenses already issued.

### **Q: Does the Village issue Conditional Certificates of Occupancy?**

**A:** A Conditional Certificate of Occupancy, also known as a Temporary Certificate of Occupancy, may be granted under certain circumstances for a specific period of time. This type of Certificate of Occupancy is granted with the knowledge that the work will be completed in a timely fashion and will become void after the time period noted. Failure to complete the work in its entirety and obtain a final Certificate of Occupancy may result in fines and penalties for each individual violation, as well as occupancy restrictions. The base fee for a Conditional Certificate of Occupancy is \$200 and additional fees may apply. If a business requires a Conditional Certificate of Occupancy, they should contact the Village of Itasca Community Development Department at (630) 773-5568 to discuss the request.

### **Q: Are other documents required?**

**A:** Depending on the type of business, the activities that take place at the business, and the equipment used to operate the business, additional documents may be required to be completed. These forms are included in this packet. Please contact the Community Development Department at (630) 773-5568 with any questions or assistance with determining if any of these documents are necessary.

## New Business Application Checklist

Forms and Fees		Required with Application?
	New Business Application Form	Yes Form Included in Packet
	Wastewater Survey Form	Yes Form Included in Packet
	Itasca Police Department Key Holder Information Form	Yes Form Included in Packet
	Payment of New Tenant Inspection Fee	Yes
	Payment of Licensing Fees	Optional, but must be paid prior to issuance of business license
Additional Forms, Depending on Business		
	Tobacco's Seller's License Application Form	Required if selling tobacco products on-site Form Included in Packet
	Eating Establishment Registration Form	Required for businesses which sell at retail prepared food for immediate consumption Form Included in packet

\* PLEASE NOTE: The Village of Itasca offers the option to pay all required licensing and inspection fees upfront when submitting your new business license application. This can help ensure your application is not unnecessarily delayed. To pay all required licensing and inspection fees up-front, please submit: 1.) the New Tenant Inspection Fee; and 2.) all Licensing Fees. Please see the fee calculator contained in this packet for more information on how to calculate the required fees.

If a business chooses, it may pay only the New Tenant Inspection Fee when submitting the application. However, all other licensing fees must be paid prior to the Village issuing a business license.



# Village of Itasca New Business Application

*Return completed form with applicable fees to:*  
Village of Itasca, Community Development Department  
550 W. Irving Park Road  
Itasca, Illinois 60143  
Phone: 630-773-0835 Fax: 630-773-2505

*Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.*

## General Information

Application Date: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Date you assume(d) control of property through lease or purchase: \_\_\_\_\_

Business Name: \_\_\_\_\_

Proposed Itasca Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Mailing Address (if different from Proposed Itasca Address): \_\_\_\_\_

Parent Company and Address (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Illinois Business Tax Number: \_\_\_\_\_

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

Does your business collect retail sales tax?  Yes  No

Complete Description of Business Activities: \_\_\_\_\_

## Owner/Principal/Site Manager Information

## Contact Information (if different from owner/principal/site manager)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Site Information

Sq. Ft. of Retail Space: \_\_\_\_\_

Number of Company Vehicles Parked On-Site: \_\_\_\_\_

Sq. Ft. of Office Space: \_\_\_\_\_

Number of Vending Machines On-Site: \_\_\_\_\_

Sq. Ft. of Warehousing / Industrial Space: \_\_\_\_\_

Total # of Parking Spaces Assigned to Your Business: \_\_\_\_\_

Sq. Ft. of Other Space: \_\_\_\_\_

Total # of Employees at Location: \_\_\_\_\_

Total Sq. Ft. of Facility: \_\_\_\_\_

Number of Shifts: \_\_\_\_\_

Zoning: \_\_\_\_\_

Number of Employees On-Site During Peak Shift: \_\_\_\_\_

Co-tenant Names and Uses (if any): \_\_\_\_\_



**Tenant Information**

Do or will you sub-lease a portion of your space to another company at the proposed Itasca location? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

<u>Tenant Name</u>	<u>Use</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____

**Other Itasca Sites (if applicable)**

Do you occupy more than one location in Itasca? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

<u>Address</u>	<u>Square Feet</u>
1. _____	_____
2. _____	_____

**Fee Calculator**

Please use the table below to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

<b>New Tenant Inspection Fee</b>	1. Using the Fee Table, enter the <b>New Tenant Inspection Fee</b> amount. This fee is payable to the Village of Itasca.	1.	<input type="text"/>
<b>Business License Fee</b>	2. <u>Business License</u> : Using the Fee Table, enter Business License Fee amount.	2.	<input type="text"/>
	3. <u>Live Entertainment License</u> : If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3.	<input type="text"/>
	4. <u>Tobacco Seller's License</u> : If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.	4.	<input type="text"/>
	5. <u>Vending Machine License</u> : If the facility will have vending machines onsite, enter \$25 per machine.	5.	<input type="text"/>
	6. <u>Add lines 2 through 5</u> . This is your <b>Total Business License Fee</b> . This fee is payable to the Village of Itasca.	6.	<input type="text"/>

**Certification**

Under the penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct, and complete, and the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance, a copy of which is available online at [www.itasca.com/comdev](http://www.itasca.com/comdev).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

<b>Fee</b>	<b>Amount Paid</b>	<b>Date</b>	<b>Received By</b>
New Tenant Inspection			
Total Business License			

## **Fee Table – New Tenant Inspection and Business License**

Please use the below table to determine the required fees for new tenant inspections and business licenses.

Total Square Footage	New Tenant Inspection (NTI) Fee	Business License Fee	
		Prior to June 30	After July 1
0 to 5,000	\$130	\$75	\$37.50
5,001 to 10,000	\$130	\$90	\$45
10,001 to 20,000	\$180	\$200	\$100
20,001 to 30,000	\$230	\$200	\$100
30,001 to 40,000	\$280	\$200	\$100
40,001 to 50,000	\$330	\$200	\$100
50,001 to 60,000	\$380	\$400	\$200
60,001 to 70,000	\$430	\$400	\$200
70,001 to 80,000	\$480	\$400	\$200
80,001 to 90,000	\$530	\$400	\$200
90,001 to 100,000	\$580	\$400	\$200
100,001 to 110,000	\$630	\$500	\$250
110,001 to 120,000	\$680	\$500	\$250
120,001 to 130,000	\$730	\$500	\$250
130,001 to 140,000	\$780	\$500	\$250
140,001 to 150,000	\$830	\$500	\$250
150,001 to 160,000	\$880	\$500	\$250
160,001 to 170,000	\$930	\$500	\$250
170,001 to 180,000	\$980	\$500	\$250
180,001 to 190,000	\$1,030	\$500	\$250
190,001 to 200,000	\$1,080	\$500	\$250
200,001 to 210,000	\$1,130	\$800	\$400
210,001 to 220,000	\$1,180	\$800	\$400
220,001 to 230,000	\$1,230	\$800	\$400
230,001 to 240,000	\$1,280	\$800	\$400
240,001 to 250,000	\$1,330	\$800	\$400
250,001 or more	<i>Please contact the Community Development Department for prices</i>		



550 W. Irving Park Road • Itasca, Illinois 60143-2018  
630.773.0835 • Fax 630.773.2505 • www.itasca.com

### Non-Residential Wastewater Survey

Business: \_\_\_\_\_

Address: \_\_\_\_\_ Authorized Rep: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

Phone at Site: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Number of Employees: Office (Avg and Max) \_\_\_\_\_ All Other (Avg and Max) \_\_\_\_\_

2. Hours of Operation: Days/Week: M Tu W Th F Sa Su Shifts/day: \_\_\_\_\_ Hrs/Shift: \_\_\_\_\_  
Shift Details: \_\_\_\_\_

3. What service is performed at this site? (Include details about processes to create product, if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

4. Please check applicable processes and sub-processes on site:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Retail             | <input type="checkbox"/> Office           | <input type="checkbox"/> Wholesale Distributor | <input type="checkbox"/> Assembling    |
| <input type="checkbox"/> Food Establishment | <input type="checkbox"/> Medical Office   | <input type="checkbox"/> Warehouse             | <input type="checkbox"/> Fabricating   |
| <input type="checkbox"/> Auto/Truck Repair  | <input type="checkbox"/> R & D Lab        | <input type="checkbox"/> Packaging             | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Vehicle Wash       | <input type="checkbox"/> Photo-developing | <input type="checkbox"/> Printing              | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Laundry            | <input type="checkbox"/> Computer Center  | (not copying)                                  | _____                                  |

5. What materials are received at the facility? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is process wastewater discharged?  Yes  No  
If yes, please describe: \_\_\_\_\_

7. Are liquids stored on-site?  Yes  No  
If yes, please list liquid(s), number of container(s), and container size(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is water used in any process such as fouling, cleaning, mixing, painting, manufacturing, rinsing, etc? Circle those that apply, or check "No". If "Yes", please provide general details on back.  No

9. Is any chemical, paint, oil, ink, dye, or solvent used in your business? Circle those that apply, or check "No". If "Yes", please provide general details on back.  No

**By signing below, you endorse the following statement:**

"I certify that all the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for willingly submitting false information, including the possibility of fine and imprisonment."

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ITASCA POLICE DEPARTMENT

*"An Illinois Accredited Police Agency"*



540 W Irving Park Road, Itasca, Illinois 60143-2018  
Phone: 630-773-1004      www.itasca.com/police

Dear Business or Property Owner,

The Itasca Police Department needs your help in updating key holder information for your business located in Itasca. This information is used in the event of an emergency after normal business hours and all other times when your business is closed. If you have multiple locations, with the same responder information, please send a list of the property addresses when returning this letter.

This information will be used for **LAW ENFORCEMENT AND FIRE PURPOSES ONLY**. The following information is needed to complete our records. You will be asked to complete this form every twelve (12) months.

General Information	
Business Name:	
Business Address:	
Mailing Address (if different from mailing address):	
Phone:	Fax:
Email:	

Key Holder Contact Information	
Please provide three (3) names and contact information in the order that they are to be contacted in the event of an emergency after normal business hours. These people <b>must</b> have keys to the property.	
1. Name:	
Home Address:	
Home Phone:	Cell Phone:
2. Name:	
Home Address:	
Home Phone:	Cell Phone:
3. Name:	
Home Address:	
Home Phone:	Cell Phone:

Thank you for your cooperation, please return to:

**Mail:** Itasca Police Department      -OR-      **Fax:** Itasca Police Department  
Attn: Records      Attn: Records  
540 W. Irving Park Road      630-773-1805  
Itasca, IL 60143



# Village of Itasca Tobacco Seller's License Application

A completed Tobacco Seller's License application form should only be submitted by businesses selling tobacco products. All other businesses are not required to submit this application form. The annual fee for a Tobacco's Seller's License is \$100. Make checks payable to "Village of Itasca."

NEW APPLICATION (\$100) \_\_\_\_\_

RENEWAL (\$100) \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

Mailing Address (if different from proposed Business Location Address): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email: \_\_\_\_\_ State of Illinois Tax ID #: \_\_\_\_\_

Corporation Name: \_\_\_\_\_

Corporation Headquarters Address: \_\_\_\_\_

Names and Titles of Corporate Officers: \_\_\_\_\_

Has the applicant ever before made a similar application in this or any other jurisdiction?  Yes  No

If yes, where and when? \_\_\_\_\_

Has the applicant had any business related (including alcohol or tobacco) licenses revoked or suspended? \_\_\_\_\_

If yes, the reason for such revocation or suspension and business activity subsequent to such action:

Will the business be operated by a manager or agent? If yes, list the following:

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

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

**Please provide a copy of manager or agent's Driver's License, or the submitter's Driver's License if there is no manager or agent, to demonstrate applicant is at least 18 years of age.**

Name of Tobacco Displays and/or Vending Machines: \_\_\_\_\_

Name and address of owner of premises for which license is sought: \_\_\_\_\_

Term of lease: From \_\_\_\_\_ To: \_\_\_\_\_

If the license holder places a vending machine in the premises of a building or business that is not requesting this license, state the owner or manager of the premises:

Under penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Vending Machine License, Signature of Owner or  
Manager of Premises

\_\_\_\_\_  
Date

**Return Completed Form, Fee, and Copies of Driver's License(s) to:**

Village of Itasca  
550 W. Irving Park Road  
Itasca, Illinois 60143  
Phone: 630-773-0835 Fax: 630-773-2505

**For office use only:**

License #: \_\_\_\_\_ Date: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_



550 W. Irving Park Road, Itasca, Illinois 60143-2018  
630-773-0835 • Fax 630-773-2505 • www.itasca.com

## Village of Itasca Eating Establishment Tax

*For complete details, please refer to Itasca Code of Ordinances Section 34.15, which is available online at [www.itasca.com](http://www.itasca.com).*

**Tax Imposed:** There is hereby imposed upon owners of places for eating within the corporate limits of the Village of Itasca a tax at the rate of one percent (1%) of gross receipts received for prepared food sold at retail by the owner on or after October 1, 2011.

**Items Taxed:** Sale of “prepared food”, which is defined as any solid food or liquid (including both alcoholic and nonalcoholic beverages), powder, or item used or intended to be used for human internal consumption, whether simple, compound, or mixed, cooked or raw, and which has been prepared for immediate consumption.

**Businesses Subject to the Tax:** All businesses located within the corporate limits of the Village of Itasca where prepared food is sold at retail for immediate consumption, with seating provided for that consumption, whether consumed on premises or not, and whether such places for eating use is conducted along with any other use(s) in a common premise or business establishment. Restaurants, eating places, drive-in-restaurants, buffets, bakeries, banquet facilities, cafeterias, cafes, lunch counters, fast food outlets, catering services, coffee shops, diners, sandwich shops, soda fountains, bars, cocktails lounges, ice cream shops, tea rooms, delis, hotels, motels, wine shops or clubs, or any other establishments which sell at retail prepared food for immediate consumption.

**Tax Collection:** The owner of a place for eating may collect an amount from patrons who purchase prepared food at the place for eating which shall reimburse the owner for the tax imposed on the owner. Failure of the owner to collect the tax from the patron(s) purchasing prepared food at the place for eating does not absolve the owner of the duty to pay the tax.

**Exempt Establishments:** Establishments that are exempt from the sales tax provisions of state statute are exempt from the eating establishment tax and Illinois not for profit corporations or religious corporations in good standing with the Office of the Illinois Secretary of State.

**Commission:** The owner filing these tax returns to the Village may keep a commission of one percent (1%) of the amount of the tax to reimburse for expenses incurred in the administration of the tax.

**Transmittal of Tax Revenue by Owner:** The owner(s) shall file a sworn monthly tax return highlighting gross receipts received during each calendar month on forms prescribed by the Village. The tax return must be filed within 20 days after the end of the month covered by the return.

### **Return Eating Establishment Registration or Remit Eating Establishment Tax Revenue to:**

Village of Itasca  
ATTN: ACCOUNTS RECEIVABLE  
550 W. Irving Park Road  
Itasca, Illinois 60143  
Phone: 630-773-0835 Fax: 630-773-2505



# Village of Itasca Eating Establishment Registration

**Return Completed Form to:**  
 Village of Itasca  
 ATTN: ACCOUNTS RECEIVABLE  
 550 W. Irving Park Road  
 Itasca, Illinois 60143  
 Phone: 630-773-0835 Fax: 630-773-2505

Business Name:	Business Location Address:	Business Phone Number:
Mailing Address (if different from business location):		City, State, and Zip:
Owner's Name:		Owner's Home Phone Number:
Owner's Email Address:		
Owner's Home Address:		City, State, and Zip:
Emergency Contact:		Emergency Contact Phone Number:
Illinois Sales Tax Number:		Date Business Commenced:
Federal Tax ID Number:		Check One: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
If a Corporation or Partnership, give legal name if other an Business name:		
Corporation or Partnership Address:		
Corporation or Partnership Email Address:		

**Please review the Village's Places for Eating Tax Ordinance (Ord. No. 1576-11) before answering the following questions:**

1. Is your business responsible for payment of the Places for Eating Tax?                      Yes\_\_\_\_\_      No\_\_\_\_\_

If **Questions 1** is answered "No", please complete Question 2, sign the registration and return to the address above.

If **Question 1** is answered "Yes", skip question 2, complete rest of registration, sign and return registration to the address above. The Village will mail the required Places for Eating Tax Return to the Mailing Address above.

2. Please list reason(s) why you believe your business is not liable for collection and payment of the Places for Eating Tax:

---



---

3. Current frequency of filing Illinois Sales Tax Return:      Monthly\_\_\_\_\_      Quarterly\_\_\_\_\_      Annually\_\_\_\_\_

Under penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct and complete.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:





# Village of Itasca Eating Establishment Tax Return

**Return Completed Form with Remittance To:**

Village of Itasca  
ATTN: ACCOUNTS RECEIVABLE  
550 W. Irving Park Road  
Itasca, IL 60143  
Phone: 630-773-0835 Fax: 630-773-2505

---

Business Name: \_\_\_\_\_  
Doing Business As: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_  
FEIN: \_\_\_\_\_

*Taxes must be paid by the 20<sup>th</sup> day of the month following the reporting period.*

---

- |   |                         |
|---|-------------------------|
| 1. Gross Sales ( <i>Should agree with IL ST-1, Line 3</i> )         | 1. _____                |
| 2. Deductions of Sales Not Subject to Tax ( <i>T-Shirts, etc.</i> ) | 2. _____                |
| 3. Taxable Receipts ( <i>Line 1 minus Line 2</i> )                  | 3. _____                |
| 4. Amount of Tax ( <i>Multiply by Line 3 by 1%</i> )                | 4. _____                |
| 5. Commission if Paid on Time ( <i>Multiply Line 4 by 1%</i> )      | 5. _____                |
| 6. <b>Total Payment Due</b> ( <i>Line 4 minus Line 5</i> )          | 6. <input type="text"/> |

**Please remit payment for the amount shown in Line 6.  
Make checks payable to the "Village of Itasca."**

Under penalties as provided by law, I declare that I am the authorized person and to the best of my knowledge and belief, the information on this return is true, correct, and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email



540 W Irving Park Road, Itasca, Illinois 60143-2018  
Phone: 630-773-1004 Fax: 630-773-1805

## Village of Itasca False Alarm Fees

Dear Alarm Permit Holder:

In 2001, the Village of Itasca Board of Trustees passed the amended ordinance 993-98 pertaining to the regulation of licensed burglar alarm systems within the Village. Specifically, the false alarm fine schedule is currently as follows:

1-3 False Alarms	No Charge
4-5 False Alarms	\$75.00 per false alarm
6-7 False Alarms	\$150.00 per false alarm
8-9 False Alarms	\$350.00 per false alarm
10 <sup>th</sup> False Alarm and above	<b>\$500.00 per false alarm and initiation of the revocation process</b>

We hope you continue to make efforts to reduce the number of false alarms occurring at your address.

If you have any questions concerning your alarm permit or need assistance with your alarm system, please do not hesitate to contact the Itasca Police Department, Records Division at 630-228-5711, Monday through Friday from 8:00 am to 4:00 pm.

Sincerely,

Robert O'Connor  
Director of Police