



***BUSINESS LICENSE
APPLICATION PACKET***

HOTEL/MOTEL

Please allow 2 – 3 weeks for processing of your business license.

Failure to complete the required fields may delay your application and/or result in denial.

PER TITLE 5 OF THE COLLINSVILLE MUNICIPAL CODE, ALL PERSONS OPERATING A BUSINESS IN THE CITY OF COLLINSVILLE ARE REQUIRED TO LICENSE THEIR BUSINESS WITH THE CITY, WITH THE EXCEPTION OF THOSE BUSINESSES OR OCCUPATIONS SPECIFICALLY EXEMPTED BY STATE OF ILLINOIS STATUTES.

ALL BUSINESSES ARE REQUIRED TO RENEW THEIR LICENSE OR REGISTRATION ON AN ANNUAL BASIS. THE CITY WILL SEND RENEWAL INFORMATION 30-60 DAYS PRIOR TO EXPIRATION. HOWEVER, FAILURE TO RECEIVE NOTIFICATION FROM THE CITY DOES NOT RELEASE THE BUSINESS OWNER OF HIS/HER OBLIGATION TO RENEW AND PROVIDE THE REQUIRED INFORMATION. ALL CHANGES IN OPERATION, LOCATION, NAME, MANAGEMENT OR OWNERSHIP OF THE BUSINESS MUST BE REPORTED.

THE ANNUAL FEE OF \$25 MUST BE PAID BEFORE THE LICENSE IS ISSUED. SEPARATE LICENSES MAY BE REQUIRED FOR BUSINESSES OPERATED WITHIN THE SAME BUILDING.

A LICENSE MAY BE SUSPENDED OR REVOKED UPON FRAUD, MISREPRESENTATION, OR FALSE STATEMENT IN THE APPLICATION, VIOLATION BY THE LICENSEE OF ANY CITY ORDINANCE, CONVICTION OF CERTAIN FELONIES AND MISDEMEANORS, FAILURE OF THE LICENSEE TO PAY ANY FINE, PENALTY, JUDGMENT OR LIEN OWED TO THE CITY, REFUSAL TO ALLOW REQUIRED INSPECTIONS, OPERATION OF A BUSINESS CONSIDERED A NUISANCE, OR FOR ANY OTHER VIOLATION OF ANY CITY ORDINANCE, RESOLUTION OR REGULATION.

IN ADDITION TO THE BUSINESS LICENSE/REGISTRATION REQUIREMENTS, THE FOLLOWING PERMITS/INSPECTIONS MAY BE NEEDED BEFORE THE BUSINESS CAN BE OPERATED IN THE CITY OF COLLINSVILLE:

- BUILDING, REMODELING, ELECTRICAL, PLUMBING, HVAC– CONTACT BOB BOHNENSTIEHL AT 346-5200 EXT. 130
- INSTALLING OR CHANGING THE FACE OF A SIGN – CONTACT ERIN NOLTE AT 346-5200 EXT. 128
- FIRE INSPECTION – CONTACT THE FIRE DEPARTMENT – PAT NELSON AT 346-5022 EXT. 141
- MECHANICAL AMUSEMENT DEVICES (ARCADE GAMES), MECHANICAL MUSICAL DEVICES (JUKEBOXES), CIGARETTE VENDING MACHINES – CONTACT LINDA MCDOWELL AT 346-5200 EXT. 110
- LIQUOR LICENSE – CONTACT CHERYL BROMBOLICH AT 346-5204.

*City of Collinsville
125 South Center
Collinsville, IL 62234
618-346-5200 EXT. 128
618-346-1662 fax*

SECTION SIX: Required Signatures

BY SIGNING BELOW, I HEREBY CERTIFY THAT THE STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL COMPLY WITH APPLICABLE CITY OF COLLINSVILLE ORDINANCES CONCERNING THE OPERATION OF A BUSINESS IN COLLINSVILLE. I UNDERSTAND THAT ANY CHANGES IN ADDRESS, NATURE OF BUSINESS OR DISCONTINUATION OF BUSINESS MUST BE REPORTED TO THE CITY. FURTHER, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION ON THIS APPLICATION MAY RESULT IN THE REVOCATION OF THE BUSINESS LICENSE BY AUTHORITY OF THE CITY MANAGER.

OWNER SIGNATURE: (<u>required</u> if individually owned)	DATE:
PRINTED NAME OF OWNER:	PHONE NUMBER (if not already provided):
CORPORATE REPRESENTATIVE SIGNATURE:	DATE:
PRINTED NAME & TITLE OF AUTHORIZED REPRESENTATIVE: (title <u>required</u>)	PHONE NUMBER (if not already provided):