



*Village of  
Lynwood's*

**2023**

*Renewal Business  
Application*

*(Non-Restaurant, Liquor &  
Gaming)*



**Mayor**

Jada D. Curry

**Village Clerk**

Karen Wingfield-Bond

**Trustees**

Randall K. Blakey

Rolanda Clark

Cheryl Dunlap

Cynthia Eaves

David Lilly

Kirk D. Marshall

To: Lynwood Business Owner

Re: Business License Renewal

Date: 1/18/23

I pray this letter finds your business prospering and you in good health as well.

Beginning this year, we are continuing to evolve our business licensing process. We are structuring our new business license, liquor/gaming license, and/or renewal business license differently than previous years. ***(We have restructured the new business license, liquor/gaming license and/or renewal business license process.)***

This year, you will access the renewal packet with application on the Village's website at [www.lynwoodil.us](http://www.lynwoodil.us). From the home page, use the "Government" drop down box to locate the "Village Clerk's Office", under "Village Clerk's Office" - click the Sub-Menu tab at the top of the page. Pick the applicable tab that applies to your business. If you are unable to download the application from the website, a business packet is available at the Village Hall during regular business hours Monday - Friday 8:00am - 4:30pm.

Please complete the necessary paperwork and submit the signed documents and supporting documentation to me at Village Hall **PRIOR** to March 1<sup>st</sup>.

The Village Ordinance requires an annual fire inspection to be completed prior to the issuance of your license. If your annual inspection has not been completed, please schedule an appointment with Lynwood's Fire Dept. as soon as possible at (708) 758-6102. A copy of this inspection must be included with your Business License renewal paperwork.

We have also newly implemented with this licensing cycle that ALL businesses are required to submit a "Letter of Good Standing" from the State of Illinois along with your renewal packet. The letter can be retrieved for the Secretary of State's website.

Please return the completed application, along with the additional required documents to Village Hall no later than March 1st, 2023.

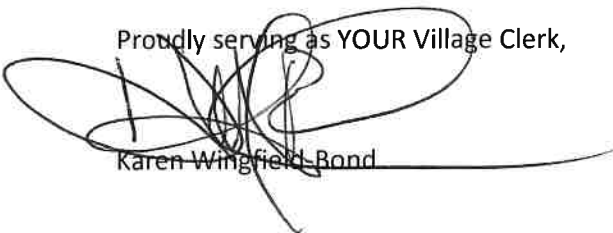
As a reminder, effective May 1<sup>st</sup>, 2023, you will NOT be able to operate ANY business without the proper licensing. Your license expires on April 30th, 2023. If you are not properly licensed by April 30<sup>th</sup> 2023, you may be subject to a late fee penalty, ticket and/or a cease and desist warning.

Lastly, to minimize expenses, the business licenses will no longer be mailed to you. They will be available for pick up at Village Hall beginning April 1<sup>st</sup>, 2023.

If you have any questions regarding these changes, please contact me at your earliest convenience at (708) 758-6101 X 247.

We are glad you have chosen our community to operate your business. We look forward to your continued success in the Village of Lynwood.

Proudly serving as YOUR Village Clerk,



Karen Wingfield-Bond



**BUSINESS LICENSE/LIQUOR APPLICATION FOR THE VILLAGE OF LYNWOOD**

**21460 LINCOLN HWY ~ LYNWOOD, IL. 60411 ~ 708.758.6101**

**Payment should be submitted to Village Hall on/before March 31st 2023**

Name of Business \_\_\_\_\_ Business Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Business Address \_\_\_\_\_ Lynwood, IL. 60411

Owner's Name \_\_\_\_\_ Owner's Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Hours of Operation \_\_\_\_\_

License Fee: Basic \$250.00 ; Child Day Care \$320.00 (license \$250 / 2 inspections \$70.00) \$ \_\_\_\_\_

Restaurants: Occupancy 1-25; \$225.00 26-100; \$250.00 101-150; \$275.00; 151 < \$300.00 \$ \_\_\_\_\_

Tobacco Dealers License Fee – applies only if selling cigarettes \$100.00 \$ \_\_\_\_\_

Vending Machines – i.e. (candy, pop, pool tables, juke boxes)

# of Machines \_\_\_\_\_ x \$50.00 \$ \_\_\_\_\_

Payout Poker Machines (limit of 6) # of Machines \_\_\_\_\_ x \$25.00 \$ \_\_\_\_\_

Electronic Games of Skill (arcade games/no payout)

First Machine Fee; 15 or fewer machines \$175.00; more than 15 machines \$375.00 \$ \_\_\_\_\_

Per Machine Fee (2<sup>nd</sup> through 25<sup>th</sup> machines) No of machines \_\_\_\_\_ x \$50.00 \$ \_\_\_\_\_

**Liquor License Fees:**

Class A: Restaurant with separate bar for consumption on premises ..... \$2,000.00 \$ \_\_\_\_\_

Class B: Restaurant without separate bar for consumption on premises..... \$1,400.00 \$ \_\_\_\_\_

Class C: Limited Food Service establishments alcohol for consumption on premises. \$1,800.00 \$ \_\_\_\_\_

Class D: Restaurant or Limited Food Service, sales of beer and wine only  
consumption on premises .....\$2,000.00 \$ \_\_\_\_\_

Class E: Caterers and Banquet Halls, alcohol for consumption on premises.....\$1,700.00 \$ \_\_\_\_\_

Class F: Clubs, alcohol for consumption on premises.....\$1,200.00 \$ \_\_\_\_\_

Class G: Package sales only; no consumption on premises.....\$1,700.00 \$ \_\_\_\_\_

Class I: Sampling on premises with package sales and storage.....\$1,700.00 \$ \_\_\_\_\_

Class J: Limited foodservices establishments, alcohol for consumption.....\$3,700.00  
on premises & package sales \$ \_\_\_\_\_

**TOTAL FEES DUE \$ \_\_\_\_\_**

**I understand the issuance of a Business/Liquor License is conditioned upon compliance with Village Ordinances and the results of any inspection of the above premises at this time, or any subsequent inspection while this license is in force.**

Signature, Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature, Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

Lynwood Chamber of Commerce  
21460 Lincoln Hwy – Lynwood IL  
Contact us at: lynwoodchamber@yahoo.com

Thank you for your participation. We are looking forward to an exciting year! Please take a moment to update your information below. Also, please indicate if your company has a logo. We will contact you via email to receive the file for the Chamber Website.

Annual membership dues \$95 – Checks made payable to Lynwood Chamber of Commerce

**Member Information**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Unit #*

\_\_\_\_\_ *City State ZIP Code*

Office Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

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

Facebook Page Address: \_\_\_\_\_

Company Logo Yes or No (Please circle one)

Additional Participant(s):

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

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

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

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

**Company Information**

Description of Business/Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_