



*Village of
Lynwood's*

2023

*Renewal Business
Application*

(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. 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 1st.

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 1st, 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 30th, 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 1st, 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 (2nd through 25th 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:

VILLAGE OF LYNWOOD

21460 Lincoln Highway
Lynwood, Illinois 60411
(708) 758-6101

RESTAURANT AND OTHER PLACES FOR EATING TAX RETURN

Business Name: _____

Doing Business As: _____

Address: _____

City/State/Zip: _____ Phone#: _____

Reporting Period: _____

FEIN: _____ IL Sales Tax #: _____

Taxes must be paid by the 20th day of the month following the reporting period (normally every month, unless you are filing Sales Tax Returns with the State of Illinois on a quarterly or annual basis).

Tax Forms are available at www.lynwoodil.us

1.	Gross Sales (Should agree with IL ST-1, Line 3)	\$ _____
2.	Deductions of Sales not Subject to Tax (T-Shirts, etc.)	\$ _____
3.	Taxable Sales (Line 1 minus Line 2)	\$ _____
4.	Amount of Tax Due (Multiply Line 3 by 1%)	\$ _____

Please make checks payable to the "Village of Lynwood" and mail your return and tax payment to:

Village of Lynwood, Village Clerk's Office, 21460 Lincoln Highway, Lynwood, Illinois 60411.

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.

Signature

Printed Name and Title

Date

Phone Number

For Office Use Only:

Date Rec'd: _____ Check Number: _____ Check Amount: _____