WAUKEGAN
City of Progress Illinois
100 N. MLK Jr. Ave. - Waukegan, IL 60085
✆847-599-2500 - www.waukeganil.gov

BUSINESS LICENSE RENEWAL
Department of Licensing and Collections

BUSINESS INFORMATION

Business Name: _____
Business Location: _____
Business Phone: _____ Website: _____
Business Type: ☐ Corporation ☐ LLP / LLC ☐ Sole Proprietor ☐ Non-Profit | Home Based: ☐ Yes ☐ No

OWNER INFORMATION / RESPONSIBLE PARTY

Owner Name and Title: _____
Owner Address: _____ City: _____ State: _____ Zip: _____
Owner Phone: _____ E-mail: _____
Contact Name and Title (other than owner): _____
Contact Phone: _____ Contact E-mail: _____

RENEWAL:
☐ **PLEASE RENEW OUR BUSINESS LICENSE, ABOVE IS THE CURRENT INFORMATION.**
Full Payment Amount: _____ Check Number: _____

Please send Business Renewal Application with payment to:	City of Waukegan **Attn: Licensing Department** 100 N. Martin Luther King Jr. Ave. Waukegan, IL 60085

TERMINATION:
☐ **THE BUSINESS HAS SOLD, THE NEW OWNER IS** _____
☐ **THE BUSINESS HAS MOVED OUT OF WAUKEGAN, PLEASE UPDATE YOUR RECORDS.**
☐ **THE BUSINESS HAS CLOSED AS OF** _____
☐ **OTHER:** *(Please Explain)* _____

The signatory below certifies that to the best of his/her knowledge all the foregoing information is true and correct as provided.

_____	_____	_____
Print Name and Title	Signature	Date

NOTE: Business Licenses are due each calendar year by December 31. You may contact us at the License and Collections Department, (847) 360-0334, with any questions you may have regarding your Business License.

FOR OFFICE USE ONLY			
Date Received:		**Account Number:**	
Date Processed:		**License Number:**	