

**Village of Vernon Hills**  
**INDIVIDUAL LICENSE INSTRUCTIONS**

*To help insure a complete submittal, please reference the specific license category when preparing the License Application.*

- |                                                    |                                                         |
|----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Business/License Type     | <input type="checkbox"/> Vending                        |
| <input type="checkbox"/> Liquor                    | <input type="checkbox"/> Scavenger                      |
| <input type="checkbox"/> Jewelry                   | <input type="checkbox"/> Restaurant & Food Service      |
| <input type="checkbox"/> Massage Establishment     | <input type="checkbox"/> Tobacco                        |
| <input type="checkbox"/> Outdoor Seating           | <input type="checkbox"/> Automated Teller Machine (ATM) |
| <input type="checkbox"/> Proprietary Establishment | <input type="checkbox"/> Going Out of Business          |

**Business License(s)** (Please list all licenses to be renewed on the application)

1. Complete only sections I, II, III, & IV of the License Application.
2. Submit a copy of Food Service Permit.  
*All food sale/service establishments, including mobile food sale vendors, must also submit a copy of their Food Service Permit issued by the Lake County Health Department. Please call the Lake County Health Department at (847) 360-6700 for information on obtaining a Food Service Permit.*

**Liquor License(s)**

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Submit Dram Shop Insurance. Each applicant for a license shall furnish evidence of insurance coverage against Dram Shop liability as established by the Illinois Liquor Control Act, Chapter 235 ILCS 5/6-21, covering the proposed licensee and the owner of the premises for a full twelve (12) month period. The Village of Vernon Hills must be named as an additional insured for all coverage's.
3. Submit copy Incorporation Papers (1-217-782-6875) or Assumed Name Certificate.
4. If a naturalized citizen, the time and place of naturalization.
5. Good Standing Certificate from the State (1-312-793-3380).
6. Provide a copy of Driver's License from everyone whose name appears in Section V.
7. Provide copy of B.A.S.S.E.T. Certification Certificate. All sellers, servers, managers and asst. managers must be B.A.S.S.E.T. trained by one of the following B.A.S.S.E.T. certified trainers:
  - Tom Lo Casio @ Advance Design & Concepts, Inc, 626 S Second St., West Dundee, IL. 60118. 847-428-1744
  - College of Lake County, Connie Grider, Continuing Education Dept. 847-543-2026
  - Harper College. Connie Podgorski 847-925-6853.
  - Life Inc. 630-897-5977.

**(No other B.A.S.S.E.T. certification will be accepted).**

**Important Note:**

Each year, all Managers & Asst. Managers must attend a B.A.S.S.E.T. refresher class conducted by the Vernon Hills Police Department (call 847-367-4449 ext 4818). No Liquor License will be renewed without verification of said training.

### **Jewelry License**

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Provide a copy of Driver's License from everyone whose name appears in Section V.

### **Massage Establishment License**

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Submit a copy of each of the Manager's & Asst. Manager's Driver's License.
3. Submit valid copies of all Massage Therapists State of Illinois Massage Therapists Licenses.

### **Outdoor Establishment License (Renewal of existing license only)**

1. Complete only sections I, II, III, & IV of the License Application.
2. Valid from March 1st through November 30th.

### **Proprietary Establishment License**

An annual Proprietary License is required for any business in Vernon Hills that house more than four (4) amusement/video-type arcade games or rides, in their establishment (Amusement/video-type arcade games or rides does not include pop or snack machines).

1. Complete sections I, II, III, & IV of the License Application.  
**PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS.**
2. Submit a current drawn-out floor plan (aerial view) of the area where the machines are located on the premises showing their location in reference to the space.

### **Resale License**

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Provide a copy of Driver's License from everyone whose name appears in Section V.

### **Restaurant & Food Service License**

1. Complete only sections I, II, III, & IV of the License Application
2. Submit a copy of Lake County Health Department Food Service Permit.  
*All food sale/service establishments, including mobile food sale vendors, must also submit a copy of their Food Service Permit issued by the Lake County Health Department. Please call the Lake County Health Department (LCHD) at (847) 360-6700 for information on obtaining a Food Service Permit.*
3. The Category II and Category III classifications are determined by the Lake County Health Department. Please refer to the LCHD Food Service Permit.

## Vending Licenses

A Vending License is required for any business that has one (1) or more amusement or vending-type machines at their place of business. License fees are based upon the number and type of machine on the premises.

1. Complete only sections I, II, III, & IV of the License Application.  
**PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS.** If you choose to have your vendor(s) reimburse you for the fees paid to the Village, you must make arrangements with vendor(s).

### **Important Note:**

Any machine(s) added at anytime throughout the licensing year must be reported to the Village prior to the machine being installed. Failure to report additional machine may result in all licenses being revoked.

## Scavenger License

1. Complete only sections I, II, III, & IV of the License Application.
2. Submit Certificate of Insurance with the following minimum requirements:
  - General Liability \$1,000,000 per occurrence
  - \$2,000,000 aggregate
  - Automobile Liability \$1,000,000
  - Pollution Liability \$1,000,000
  - Worker's Compensation (statutory requirements)
  - Village must be named as an additional insured for all coverage's

## Tobacco License

1. Complete only sections I, II, III, & IV of the License Application.

## Automated Teller Machines (ATM)

1. Complete only sections I, II, III, & IV of the License Application.  
**PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS.**

## Going Out of Business

1. Fill out Application for Going out of Business (application can be down loaded off the internet or can be gotten from our office).
2. Please follow what the State of Illinois requires: Illinois Compiled Statutes Business Transactions Fraudulent Sales Act 815 ILCS 350/0.01