

Village of



290 Evergreen Drive · Vernon Hills, IL 60061-2999 · 847-367-3700

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## Business License Renewal

Subject: 2024-2025 License Year

The Village of Vernon Hills wishes you continued success in the following year with your business. Enclosed is your invoice for the 2024-2025 license year. **Please review the information to ensure it is correct. Please note any changes that need to be made and sign at the bottom.**

Once the signed invoice, payment and all necessary documentation is received, licenses will be mailed to the local business address. Business certificates must be displayed from May 1, 2024 - April 30, 2025 in plain view of the public as close as possible to front entrance, or customer service counter.

Should your business hold a Liquor license please go to the Illinois Liquor Control Commission website and ask for all the warning signs to minors and other items that need to be posted with your license. These shall be displayed at all times in a prominent place on the premises with your License.

For businesses providing the following services please ensure you include all required documentation with your payment:

**Beauty Shops/Barbers Licensees:**

Submit a valid copy of all State of Illinois Licenses for all employees (Barber/Cosmetology/Massage).

**Jewelry Licensees:**

Submit a copy of the Driver's License of all Managers, Assistants, and Owners.

**Massage Establishment:**

Submit a copy of the Driver's License of all Managers, Assistants, and Owners.

Submit a valid copy of all Massage Therapists State of Illinois Licenses for all employees.

**Restaurant Licensees:**

Submit a copy of your Lake County Public Health Permit.

Please note that you will not receive a renewed license if you have not paid your 1% Food & Beverage Tax and are not current.

**Tobacco Licensees:**

A copy of the Driver's License of all Managers, Assistants, and Owners.

Display all required warning placards.

**\* For all Liquor License holders**

Please see the enclosed packet with the checklist of needed items.

**Remember that all Owners (if on site daily), Mangers, Assistant Mangers, Servers & Sellers of alcohol will need to have NEW B.A.S.S.E.T. training every 3 years per the State of Illinois.**

**\*\*Licensees with any outstanding Fees owed to the Village will not receive a renewed license\*\***

Best of luck and if you have any questions or concerns regarding your license, you may contact The Village at 847-918-3562.

Sincerely,

The Village of Vernon Hills Business License Department