



Dear Business Owner:

December 1, 2025

Enclosed you will find the Village of Green Oaks Business License Application. Please review the enclosed documents thoroughly and provide the necessary information that is applicable to your business.

GREEN OAKS MATERIAL
PO BOX 1428
ARLINGTON HEIGHTS, IL 60006

Kindly return the following by **JANUARY 31, 2025**:

1. Completed Application (including page 2 signature)
2. License fee payment of \$65
3. Copy of State Business License
4. If you choose to advertise, Newsletter Application, Business Card, Payment of \$150

If there are any changes needed on the business license application, please make changes directly on the application. You can also find a blank copy of the business license application online if you choose to make the changes that way. Please be sure to sign the back (page 2) of the application and indicate if you would like to be featured on our website free of charge.

The Village will accept payment in the form of a check, cash or credit/debit card. If paid with a credit/debit card, a 2% transaction fee is applied. You can also pay online (greenoaks.org) or over the phone. Please contact the Village Administrative Office at (847) 362-5363 if you choose to pay over the phone.

The Village of Green Oaks requires all businesses located within the municipal boundaries to obtain a Village Business License (Village Code: Title 13 – Chapter 2). The annual fee for a Business License is sixty-five (\$65) dollars if purchased by January 31st. If purchased between February 1st and June 30th the fee will be one hundred and thirty (\$130) dollars. If purchased on or after July 1st the license fee will be one hundred and fifty (\$150) dollars. Failure to comply with this ordinance may result in a fine up to seven hundred and fifty (\$750) dollars for each day that a violation exists.

In a continuous effort to streamline the services provided by the businesses within the Village, the Village has developed an online Business Directory describing available services. A business can also pay to advertisement in the Village's quarterly newsletter. The application is included, and the fee is one hundred and fifty (\$150) dollars if you wish to participate.

The Village of Green Oaks is a member of the GLMV Chamber of Commerce. The GLMV Chamber of Commerce is the advocate for businesses in the communities of Green Oaks, Libertyville, Mundelein, Vernon Hills and the surrounding area.

Should you have any questions or concerns regarding the Village Business License, please do not hesitate to contact our Administrative Office Monday through Friday from 9am to 2pm at (847) 362-5363. Thank you for your cooperation and we wish you continued success in the years to come.

Respectfully,

Denise Kafkis

Denise Kafkis
Village Administrator

2025 Business License Application

PLEASE PROVIDE ALL INFORMATION

SECTION I: General Business Information – Select Business Type: **Sole Proprietor** **Partnership** **Corporation**

BUSINESS NAME	ADDRESS	
CITY/STATE/ZIP	PHONE NO #	FAX NO #
EMAIL ADDRESS	PIN NO #	DATE MOVED IN

SECTION II: Business Owner(s) Information: (REQUIRED)

BUSINESS OWNER(S) NAME	ADDRESS & UNIT NO #	
CITY, STATE & ZIP	PHONE NO #	EMAIL ADDRESS
ALTERNATE CONTACT NAME	PHONE NO #	EMAIL ADDRESS

SECTION III: Property Owner(s) ~ Landlord(s) Information: (REQUIRED)

PROPERTY OWNER(S) ~ LANDLORD(S) NAME	ADDRESS & UNIT NO #	
CITY, STATE & ZIP	PHONE NO #	EMAIL ADDRESS

SECTION IV: Building Facility Information: (REQUIRED)

DESCRIPTION OF OPERATING BUSINESS		
All businesses operating in the Village of Green Oaks MUST provide Sales Tax Number regardless of zip code.	SALES TAX NO # (REQUIRED)	
Does the applicant's business require the possession of any Federal or State Licenses or permits?	FEDERAL LICENSE NO #	
	STATE LICENSE NO #	

SECTION V: Building Permit Fee: (REQUIRED)

Please Send Application & Payment To: VILLAGE OF GREEN OAKS 2020 O'PLAINE RD • GREEN OAKS • IL • 60048 NOW ACCEPTING ONLINE & PHONE PAYMENTS		FEE DUE: JAN 31 ST , 2025	LATE FEE AFTER 2/1/25	LATE FEE AFTER 7/1/25
		\$65	\$130	\$150
FOR VILLAGE OFFICE USE ONLY				
ZONING CLASS	DATE PAID	AMOUNT PAID	PAYMENT METHOD	BUSINESS LICENSE NO #
Building Commissioner Approval		Signature:		Date:
Village Administrator Approval		Signature:		Date:

Business License Agreement Application

Applicant agrees to the following:

The undersigned hereby certifies under penalty of perjury that he/she is the duly authorized agent of the applicant, that the information contained in this application is true and that the applicant agrees to operate the business in accordance with all applicable Federal, State and Local statutes, laws and regulations. The applicant understands that incomplete, false or incorrect statements could result in the denial or revocation of the license applied for. This application will be considered complete only when all sections are completed in their entirety.

Ordinance 13-2-17: License Fees; Required Licenses:

- A.** It shall be unlawful for a business to operate within the village without a business license.
- B.** License fees under the terms of this chapter, for the businesses, occupations, activities and uses set forth, shall be sixty five dollars (\$65.00) if purchased by January 31 of the license year. The license fee shall be one hundred thirty dollars (\$130.00) if purchased between February 1 and June 30 of the license year. If purchased on or after July 1 of the licensed year, the license fee shall be one hundred fifty dollars (\$150.00). The license year shall be January 1 to December 31. The full license fee shall be paid annually, and no fee shall be prorated for a term of less than one year. Proof of any bond or liability insurance policy required by this chapter shall be provided with the license fee. (Ord. 2021-O-22, 12-15-2021)

This application does not authorize the operation of a business for which an application is applied for. The business shall not be operated until a Business License is issued. This application must be completed in its entirety and returned along with the annual Business License fee made payable to The Village of Green Oaks ~ 2020 O'Plaine Road ~ Green Oaks ~ IL ~ 60048

Applicant understands that any business cannot operate without receipt of a Village of Green Oaks business license and said license must be displayed for examination by the Village Officers during reasonable business hours.

Business Name

Print Applicant's Name

Date

Applicant's Signature

Green Oaks Advertisement Authorization Form

PLEASE SELECT FROM THE FOLLOWING:

YES, I allow the Village of Green Oaks to:

<input type="checkbox"/>	Include business information on Village Website's Business Directory
	Business Website
	Business Email Address
	Business Phone Number
<input type="checkbox"/>	Include enclosed business card on Village Website
<input type="checkbox"/>	Include business information in the Village Newsletter
	Business Email Address
	Business Phone Number
<input type="checkbox"/>	Include enclosed business card in the Village Newsletter (\$150)
<input type="checkbox"/>	I DO NOT allow the Village to advertise my business information

Authorizing Party: _____
(Must be identified on the Village of Green Oaks Business License application)



Incorporated January 25, 1960

Dear Business Owner:

We are asking if you would like to participate in advertising your business in our popular Village Newsletter.

Advertisers have found an excellent opportunity for public relations by informing our residents of their presence in the community through our newsletter. We are constantly amazed at the feedback we receive indicating how faithfully our residents read each issue. Residents have made a special effort to patronize commercial enterprises that are within our village or businesses in the area that are owned by a Green Oaks' resident.

Our advertisers not only promote good will in our small community, but they help defray the publishing and mailing cost of the newsletter. **The annual cost for advertisement in the newsletter is \$150.00. If you choose to advertise, please send in the annual cost along with a business card.** The Village is now accepting credit/debit card payments with a 2% transaction fee online (greenoaks.org) and over the phone. Please contact the Village Administrative Office at (847) 362-5363 if you choose to pay over the phone.

We appreciate your support to our village and look forward to advertise your business in our popular Village Newsletter. Best wishes to a successful new year.

President Wysocki and Village Board of Trustees

**Please return bottom portion with your Business Card &
Newsletter Advertisement Contribution payable to:**

*Village of Green Oaks
2020 O'Plaine Road
Green Oaks, IL 60048*

BUSINESS NAME		NEWSLETTER ADVERTISEMENT PERIOD	
		2025 Newsletter Issues	
NEWSLETTER ADVERTISEMENT CONTRIBUTION	AMOUNT ENCLOSED	PAYMENT METHOD	DATE PAID
\$150.00	\$		