



Village of Round Lake Beach 2021 Renewal Guide for Ice Cream Vendors Application & Fee due April 30, 2021

NOTE FOR BUSINESSES WITH STOREFRONTS

You must apply for a separate General Business License Renewal if your business also has a storefront location.

Instructions for 2020 Renewal

1. Complete the Business License Application for Ice Cream Vendors including all required attachments & return to Village. Incomplete applications will be returned.
2. Pay the annual renewal and license fees online or by check. Determine your fees below.
3. Cooperate with the RLB Police Department to facilitate background checks and fingerprinting for all drivers, and vehicle checks for all vehicles.
4. Resolve any unpaid invoices, open liens and open enforcements. Per Section 1-4-6 of the Village Code, we are not able to issue your business license until such matters are taken care of.

Annual Fees

Annual fees must be submitted with the application prior to the police investigation. Fees cover the costs of processing the initial/renewal application, police investigation, vehicle inspection and issuance of licenses and placards. Calculate your fees as follows:

Renewal Fees: \$110 + \$25 per vehicle + \$35 per driver

License Fees: \$75 per owner + \$25 per driver

Vehicle Inspection

Prepare for inspection of all vehicles PRIOR to May 1. The inspection will include a review of the below:

1. Valid Health Department permit is displayed
2. Name of licensee is on both sides of vehicle & readable from 50 feet
3. Individual vehicle number specific to the company is on both side of vehicle
4. Presence of vehicle menu board that is neatly lettered & not hand written
5. All company vehicles have a uniform look & do not indicate prior uses
6. Review of safety inspection report demonstrating vehicle is in safe mechanical condition

Direct Questions & Return Completed Application To:

847/546-2351

BUSINESSLICENSING@roundlakebeachil.gov