

# BUSINESS LICENSE AND REGISTRATION APPLICATION

JUNE 2026-JUNE 2027 APPLICATIONS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. INCOMPLETE SUBMISSIONS WILL EXTEND THE REVIEW TIME. ALL INFORMATION CAN AND MAY BE SHARED WITH THE MARSEILLES POLICE DEPARTMENT AS WELL AS THE MARSEILLES FIRE DEPARTMENT IN CASE OF EMERGENCYS

\*Indicates required question

1. Email\*

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2. Name of Business\*

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3. Business Address\*

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4. Business Phone Number \*

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6. Illinois Dept of Revenue Number

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7. Federal Employee Identification Number

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8. Please list you website and social media accounts so we may post to our City of Marseilles page as well as our social media pages

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\_\_\_\_\_  
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\_\_\_\_\_  
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Reason For Application

9. Reason for application (Check all that apply) \*

*Check all that apply.*

- New Business
- Existing Business
- Change of Ownership
- Change of Location
- Change in Name
- Other: \_\_\_\_\_

10. Business Structure \*

*Mark only one oval.*

- Sole Proprietor
- Partnership
- Limited Liability
- Corporation

11. Additional licenses, such as professional licenses, through the state of Illinois? \*

*Mark only one oval.*

- Yes
- No

12. Please upload your additional state licenses or include copies with your application

Files submitted:

13. Will products be sold at this business location? \*

*Mark only one oval.*

- Yes
- No

14. Please list your Business description including services, activities, products, etc \*

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Business Contact and Ownership Information

15. Business owners full name \*

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16. Home address/ City/ State/ Zipcode \*

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17. Business Owner Phone Number \*

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18. Business Owner Email \*

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19. Do you own the property? If not, Please provide property owner's name, address, Phone \*  
number, and email

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20. Key Holder Name and Phone Number \*

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21. Additional Key Holder Name and Phone Number

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22. Additional Key Holder Name and Phone Number

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23. Additional Key Holder Name and Phone Number

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24. Please provide Name and Phone number of Alarm or Sprinkler Company if any

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25. If your building has a Knox box please provide location in building

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26. Please list any hazardous materials/used in your building

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27. Please list any additional special safety/security concerns for police/fire

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**Your application is Not complete until we receive payment**

Please note in Order to process this application, we require \$25 application fee to be paid. You can Call in your payment at 815-795-2133, Mail you payment, or stop in to City Hall at 200 Riverfront Drive Marseilles, IL 61341