



111 N. Wood River Avenue
Wood River, IL 62095
(618) 251-3100

**Business/Organization Registration
Form**

Date of Application: _____ Fee paid: _____

Registering for: New Business in Wood River Change of Address
 Change of Ownership Renewal of Registration
 Not-for-Profit Organization

Business/Organization Information

Business/Organization Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Fax: _____ E-mail Address: _____

Website Address: _____

Illinois Business Tax Number (IBT#): _____

Complete Description of Activity/Type of Business/Organization:

Number of Employees: _____

Combustible Materials on Site? If Yes, please list types: _____

Attachments Required:

? Copies of County, State or Federal licenses/permits
required for your business

Business/Organization Owner Information

Name of Owner: _____

Address of Owner: _____

Phone: _____ Alternate Phone: _____

Fax: _____ E-mail Address: _____

Date of Birth: _____ Place of Birth: _____

Property Owner Information

Name of Property Owner: _____
 Address of Property Owner: _____
 Phone: _____ Alternate Phone: _____
 Fax: _____ E-mail Address: _____

Emergency Contact

(e.g. Manager)

*Please indicate address and phone alternate to that of the business/organization.

Contact Name: _____
 Contact Address: _____
 Phone: _____ Alternate Phone: _____
 Fax: _____ E-mail Address: _____

Corporate Headquarters/Parent Company

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Contact Name: _____
 Phone: _____ Alternate Phone: _____
 Fax: _____ E-mail Address: _____

Home-Based Occupation Information

Hours of Operation: _____
 What is the square footage of the primary structure? _____
 Square footage of the space that will be used for your home occupation?

 Is this your primary residence? _____
 Are you the owner of the property? _____
 Do you intend to use signage? _____
 Will there be a steady and recurring flow of customers who visit your residence at
 scheduled or anticipated times? _____

Attachments Required:

- ? Copy of Special Use Permit
- ? Site plan of your property, including dimensions of the lot, all structures located on the lot and any parking spaces

Temporary Business

Activity: _____

Dates of Activities: _____

Attachments Required:

? Copy of Special Use Permit

Building Construction Information

Width: _____ Length: _____ Height: _____

Square Footage: _____ Stories: _____

Basement Levels: _____ Fire Resistive: _____

Protected Non-combustive: _____

Unprotected Non-combustible: _____