



847-931-5920 

publichealth@cityofelgin.org 

www.cityofelgin.org/business 

150 Dexter Court, Elgin, IL, 60120 

FOOD ESTABLISHMENT APPLICATION

WHAT YOU SHOULD KNOW

- ▶ The business owner should complete this application.
- ▶ This application is usually submitted following your Occupancy Permit issuance. If you don't have your Occupancy Permit yet, complete the Business Application before completing this application in order to get your Occupancy Permit.
- ▶ For new and extensively remodeled food establishments a Food Establishment Plan Review Packet must be submitted.
- ▶ There are no additional inspections required for this permit application.
- ▶ Submittal of an application does not guarantee approval.
- ▶ Additional documentation and fees may be required.
- ▶ After your completed application is submitted, you will be contacted by city staff to discuss further.
- ▶ If you have questions or need help completing this application, visit the website www.cityofelgin.org/business or call 311.

BUSINESS CONTACT INFORMATION

This will be our city staff's contact person for this permit application

BUSINESS NAME

BUSINESS PHONE

BUSINESS ADDRESS

BUSINESS EMAIL ADDRESS

MAILING ADDRESS

WEBSITE

BILLING STATEMENT CONTACT INFORMATION

This will be our city staff's contact person for billing statement information

BUSINESS OWNER'S FULL NAME

BUSINESS OWNER'S ADDRESS

BUSINESS OWNER'S PHONE NUMBER

BUSINESS OWNER'S EMAIL ADDRESS

BUSINESS DETAILS

SEATING CAPACITY

BUSINESS SQUARE FEET

BUSINESS HOURS *(Example: 9a-5p M-F)*

DAYS CLOSED

NUMBER OF EMPLOYEES

PEST CONTROL COMPANY

NAME OF CERTIFIED FOOD HANDLER

POSITION

CERTIFIED FOOD HANDLER I.D. #

CERTIFIED FOOD HANDLER I.D. EXPIRATION DATE

GREASE TRAP DISPOSAL BY:

GREASE BARREL DISPOSAL BY:

TYPE OF PERMIT New Renewal

TYPE OF OWNER Individual Partnership Corporation Local

PERSON COMPLETING APPLICATION

TITLE OF APPLICANT

APPLICANT SIGNATURE

DATE

L I C E N S E A N N U A L F E E S

The Kane County Board of Health determines your business's category.

Category 1 Facility - \$947

Examples of category 1 facilities would include but are not limited to large (greater than 15,000 square feet), multi-department retail grocery stores which may include delicatessen, bakery, meat/seafood, produce and food service.

Category 2 Facility - \$741

Examples of category 2 facilities would include but are not limited to full restaurants, caterers, hospitals, small (less than 15,000 square feet) grocery stores, daycares/preschools providing a full service meal.

Category 3 Facility - \$636

Examples of category 3 facilities would include but are not limited to fast food restaurants, and daycares/preschools may provide potentially hazardous packaged or catered food that must be kept hot or cold.

Category 4 Facility - \$558

Examples of category 4 facilities would include but are not limited to retail outlets selling only prepackaged food, movie theaters with popcorn and soda, bars that do not prepare potentially hazardous food, and daycares/preschools that serve limited potentially hazardous foods such as milk or non-potentially hazardous snacks

Establishments opening or changing ownership prior to July 1 will pay one hundred percent (100%) of the appropriate annual fee. Establishments opening or changing ownership July 1 or after will pay fifty percent (50%) of the annual fee for the remainder of the calendar year. Establishments opening or changing ownership October 1 or after will pay twenty-five percent (25%) of the annual fee for the remainder of the calendar year.

Charitable non-profit organizations including daycares may petition to pay up 50% of their fee.

As prescribed in section 9.08 of the ELGIN MUNICIPAL CODE, the undersigned hereby makes application for a permit to operate a food service establishment in the city of Elgin.