

Village of Vernon Hills
INDIVIDUAL LICENSE INSTRUCTIONS

To help insure a complete submittal, please reference the specific license category when preparing the License Application.

- | | |
|---|--|
| <input type="checkbox"/> Business/License Type | <input type="checkbox"/> Proprietary Establishment |
| <input type="checkbox"/> Liquor | <input type="checkbox"/> Vending |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Scavenger |
| <input type="checkbox"/> Automated Teller Machine (ATM) | <input type="checkbox"/> Restaurant & Food Service |
| <input type="checkbox"/> Massage Establishment | <input type="checkbox"/> Tobacco |
| <input type="checkbox"/> Outdoor Seating | |

Business License(s) (Please list all licenses to be renewed on the application)

1. Complete only sections I, II, III, & IV of the License Application.
2. Submit a copy of Food Service Permit.

All food sale/service establishments, including mobile food sale vendors, must also submit a copy of their Food Service Permit issued by the Lake County Health Department. Please call the Lake County Health Department at (847) 360-6700 for information on obtaining a Food Service Permit.

Jewelry License

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Provide a copy of Driver's License from everyone whose name appears in Section V.

Massage Establishment License

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
2. Submit a copy of each of the Manager's & Asst. Manager's Driver's License.
3. Submit valid copies of all Massage Therapists State of Illinois Massage Therapists Licenses.

Outdoor Establishment License (Renewal of existing license only)

1. Complete only sections I, II, III, & IV of the License Application.
2. Valid from April 30th through May 1st.

Proprietary Establishment License

An annual Proprietary License is required for any business in Vernon Hills that house more than four (4) amusement/video-type arcade games or rides, in their establishment (Amusement/video-type arcade games or rides does not include pop or snack machines).

1. Complete sections I, II, III, & IV of the License Application.
PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS.
2. Submit a current drawn-out floor plan (aerial view) of the area where the machines are located on the premises showing their location in reference to the space.

Liquor License

1. Complete only sections I, II, III, IV, V, & VI of the License Application. **(State of IL. & The Village of Vernon Hills Liquor License shall appear the same on both licenses)**
2. Submit Dram Shop Insurance. Each applicant for a license shall furnish evidence of insurance coverage against Dram Shop liability as established by the Illinois Liquor Control Act, Chapter 235 ILCS 5/6-21, covering the proposed licensee and the owner of the premises for a full twelve (12) month period. The Village of Vernon Hills must be named as an additional insured for all coverage's.
3. Submit copy Incorporation Papers or Assumed Name Certificate. 69 W. Washington Suite 1240 Chicago, IL 60602 Phone: (312) 793-3380 Hours: Monday – Friday 8:00 a.m.- 5:00 p.m. http://www.cyberdriveillinois.com/departments/business_services/home.html
4. If a naturalized citizen, the time and place of naturalization and a copy of said Certificate.
5. Good Standing Certificate from the State (1-312-793-3380) or (\$25.00 + service charge of \$2.00 by credit card). 69 W. Washington Suite 1240 Chicago, IL 60602 Phone: (312) 793-3380 Hours: Monday – Friday 8:00 a.m.- 5:00 p.m. http://www.cyberdriveillinois.com/departments/business_services/home.html
6. Provide a copy of Driver's License from everyone whose name appears in Section V.
7. Provide copy of B.A.S.S.E.T. Certification Certificate. All sellers, servers, managers and asst. managers must be B.A.S.S.E.T. trained by one of the following B.A.S.S.E.T. certified trainers:
 - Tom Lo Casio @ Advance Design & Concepts, Inc, 626 S Second St., West Dundee, IL. 60118. 847-428-1744, <http://www.bassetofillinois.com/>
College of Lake County , Continuing Education Dept. 19351 West Washington St. Grayslake, Illinois 60030-1198 Phone: 847-543-2615 Fax: 847-543-3615 - *Work force and Professional Programs* <http://wpdi.clcillinois.edu/professional/programs.asp>
 - Harper College 1200 W. Algonquin, Palatine, IL. 60067 Connie Podgorski 847.925.6616. https://student-self-service.harpercollege.edu/prod/bwckschd.p_get_crse_unsec
 - L.I.F.E. I.N.C. Training Program 1626 Tallwood Place, Aurora, IL. 60542 630-236-0942 <http://lifetrainingprograms.com/>

(No other B.A.S.S.E.T. certification or on line classes will be accepted).

Important Note:

Each year, all Managers & Asst. Managers must attend a B.A.S.S.E.T. refresher class conducted by the Vernon Hills Police Department (call 847-367-4888). No Liquor License will be renewed without verification of said training. Also whenever a new employee goes through B.A.S.S.E.T. Certification you will need to provide a copy of said card to the Village of Vernon Hills to attach to your Annual License Application (no fax copies can be accepted).

Automated Teller Machines (ATM)

1. Complete only sections I, II, III, & IV of the License Application.
PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS.

Tobacco License

1. Complete only sections I, II, III, & IV of the License Application.
2. Please make a copy of the Driver's License of all Manager's, Assistants, and Owners.

Restaurant & Food Service License

1. Complete only sections I, II, III, & IV of the License Application
2. Submit a copy of Lake County Health Department Food Service Permit.
All food sale/service establishments, including mobile food sale vendors, must also submit a copy of their Food Service Permit issued by the Lake County Health Department. Please call the Lake County Health Department (LCHD) at (847) 360-6700 for information on obtaining a Food Service Permit.
3. The Category II and Category III classifications are determined by the Lake County Health Department. Please refer to the LCHD Food Service Permit.
All food facilities are categorized by the risk that is posed by the type and complexity of food preparation that takes place.
The number of inspections facilities get each year is set based on this risk categorization – the higher the risk, the more inspections are done.
I - (Low Risk) Category Type I: means a food service facility where:
 1. Only pre-packaged **potentially hazardous foods** are available or served; and/or,
 2. **Potentially hazardous foods** are commercially pre-packaged in an **approved processing facility**; and/or,
 3. Milk is the only **potentially hazardous food**.**II - (Medium Risk) Category Type II:** means a food service facility where one or more of the following activities take place:
 1. Preparing foods for service from raw ingredients that do not place those raw ingredients in contact with **ready-to-eat foods**
 2. **Hot or cold holding** is restricted to the same day the food is being served.
 3. Food requiring preparation is obtained (canned, frozen, fresh prepared) from **approved processing facilities** (i.e., frozen pizza, entrees, etc.)**III - (High Risk) Category Type III:** means a food service facility where one or more of the following activities take place:
 1. Preparing and holding hot or cold food more than 12 hours before serving.
 2. Handling of raw ingredients and hand contact with **ready-to-eat foods**.
 3. Reheating **potentially hazardous foods** that have been previously cooked and cooled.
 4. Preparing food for off-site service (where **time-temperature requirements** during transportation, holding and service are a factor).
 5. **Vacuum packaging and/or other forms of reduced oxygen packaging** are performed at the retail level.
 6. Serving of **immunocompromised individuals** (where these individuals comprise the majority of the consuming population).
4. Copy of the all Certified Sanitarian Certificates on site.

Vending Licenses

A Vending License is required for any business that has one (1) or more amusement or vending-type machines at their place of business. License fees are based upon the number and type of machine on the premises.

1. Complete sections I, II, of the License Application.
PLEASE DO NOT SEND THIS APPLICATION TO YOUR VENDOR. THE APPLICANT AND PAYER MUST BE THE PROPRIETOR OF THE VILLAGE OF VERNON HILLS BUSINESS. If you choose to have your vendor(s) reimburse you for the fees paid to the Village, you must make arrangements with vendor(s).

Important Note:

Any machine(s) added at anytime throughout the licensing year must be reported to the Village prior to the machine being installed. Failure to report additional machine may result in all licenses being revoked.

Scavenger License

1. Complete only sections I, II, III, & IV of the License Application.
2. Submit Certificate of Insurance with the following minimum requirements:
 - General Liability \$1,000,000 per occurrence
 - \$2,000,000 aggregate
 - Automobile Liability \$1,000,000
 - Pollution Liability \$1,000,000
 - Worker's Compensation (statutory requirements)
 - Village must be named as an additional insured for all coverage's

Resale License

1. Complete only sections I, II, III, IV, V, & VI of the License Application.
(Provide a copy of Driver's License from everyone whose name appears in Section V.)