



CHECKLIST FOR ITINERANT MERCHANT APPLICANTS

In order to make the licensing process go more smoothly and efficiently, please use the below checklist to ensure you are submitting the necessary documents and taking the required actions in order for us to process your application and work toward issuing an approved license.

Documents Required:

1. ____ Completed Itinerant Merchant License Application
2. ____ Illinois Business Tax (IBT) Number (provide on application or separate documentation)
3. ____ Property Owner's Approval Letter
4. ____ Kane County Health Department Inspection Report – Passing Approval

Actions to Take:

1. ____ Submit All Required Documents to Community Development (options below):
 - Send by email to:
licenses@cville.org
 - Send by mail to:
Village of Carpentersville
Community Development / Attn: Licensing
1200 L.W. Besinger Drive
Carpentersville, IL 60110
2. ____ Submit Your Special Event Permit Application to permits@cville.org
(documents attached in packet)
3. ____ Pay Fee for Itinerant Merchant License Once Invoice is Received



ITINERANT MERCHANT LICENSE APPLICATION

Application Date: _____
Business Legal Name: _____
Doing Business As: _____
Permanent Business Address: _____

Business Phone Number: _____
Business Email Address: _____
Business Website Address: _____

BUSINESS OWNERSHIP INFORMATION:

Owner's Name: _____
Owner's Position within the Business: _____
Owner's Home Address: _____

Owner's [Cell or Home] Phone Number: _____
Owner's Email Address: _____

BUSINESS DETAILS:

Illinois Business Tax (IBT) Number: _____
Federal Tax Identification Number (EIN): _____
Date(s) to be Selling Items: _____
Temporary Location to Be Occupied or Used: _____
Items to Be Sold: _____

PROPERTY OWNER INFORMATION

Property Owner's Name: _____
Property Owner's Address: _____
Property Owner's [Cell or Home] Phone Number: _____
Property Owner's Email Address: _____

PLEASE PROVIDE WRITTEN APPROVAL FROM PROPERTY OWNER WHERE ITEMS WILL BE SOLD

Applicant's Signature: _____

Please send completed form to licenses@cville.org ; Processing usually takes 1 – 2 weeks.

VILLAGE OF CARPENTERSVILLE

1200 L.W. Besinger Drive

Carpentersville, IL 60110

847/551-3478

www.cville.org

Fax: 847/426-0864

CLASS B PERMIT APPLICATION

SPECIAL EVENT PERMIT APPLICATION POLICY AND INSTRUCTIONS

Thank you for your interest in holding a special event in the Village of Carpentersville. This packet contains the information needed to register a special event and obtain any required permits/licenses.

Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event, requiring completion of this application:

1. All outdoor events held on Village property, i.e., streets, sidewalks, parks, and/or deemed to significantly impact normal Village operations (such as Police patrol, Fire/EMS service, etc.), are considered special events.
2. An event that requests any of the following actions is considered a special event:
 - An outdoor event that is open to the public.
 - Events that require closure of Village streets and/or the use of Village-owned property (except block parties, which are not considered special events).
 - An outdoor event held by a licensed business that will be open to the general public is considered a special event and requires a special event permit. Examples of such events include sidewalk sales, tent sales, promotions held in parking lots, etc.

Definitions

Class A Special Event: Any carnival, circus or other special event conducted on property open to the public that will require the use of special village services* or any special event conducted on the public way or a public park of the village that will require special village services*.

Class B Special Event: Any special event conducted on property open to the general public other than on the public way (streets, sidewalks) or public park and which does **not** require special village services*.

*Special Village Services: Services provided by the village during any special event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the village. Services may include, but are not limited to, any of the following: street closures, provision of barricades, trash or recycling receptacles, special parking signs, special electrical services, crowd control, security, special fire/EMS protection or use of village vehicles and/or equipment. Any special village services charges are to be paid by the sponsoring organization and/or permittee.

**CLASS B SPECIAL EVENT
PERMIT APPLICATION**

APPLICATION REQUIRED 30 DAYS PRIOR TO SCHEDULED EVENT

SUBMIT TO: COMMUNITY DEVELOPMENT

VILLAGE OF CARPENTERSVILLE

1200 L.W. BESINGER DRIVE

CARPENTERSVILLE, IL 60110

Email: permits@cville.org

Fax: 847/426-0864

PLEASE INCLUDE NON-REFUNDABLE \$25 PERMIT FEE WITH APPLICATION

Business/Organization Name _____
Event Manager Name _____ Phone _____
Address _____ Email _____
Type of Event/Name of Event _____
Event Location (if different from above address) _____
Event date/s _____ Event times _____
Estimated number of attendees _____ Parking availability _____

PERMIT FEE FOR EVENT: \$25.

MAKE CHECKS PAYABLE TO VILLAGE OF CARPENTERSVILLE

Permit/License Fees Checklist

In addition to the **Class B** Special Event Permit, the following permits and/or licenses **may** be required for a special event:

- Electrical wiring and/or generator — Electrical permit and inspection may be required; contact Community Development 847/426-3439 x226.
- Signs/banners — Permit may be required; contact Community Development
- Petting zoo — Contact Kane County Animal Control.
- Alcohol — Temporary Liquor license required. Contact Community Development Coordinator at 224/293-1627 or licenses@cville.org at least four weeks in advance.
- Food service/vendor(s) — Village Itinerant Merchant Permit may be required for each vendor; contact Community Development Coordinator at 224/293-1627 or licenses@cville.org. Health permit and inspections may be required by Kane County Health Department; contact 847/695-0848.
- Merchandise vendor(s) — If vendor does not possess a Village business license, a Village Itinerant Merchant Permit is required; contact Community Development Coordinator at 224/293-1627 or licenses@cville.org
- Raffle — Raffle license required; contact Community Development Coordinator at 224/293-1627 or licenses@cville.org
- Tent — Inspection may be required; contact Fire Department 847/426-2131
- Water (hydrant) usage — Contact Public Works for more information; 847/426-3439 x259

Requirements and Conditions

1. **Compliance with Village ordinances:** The event organizer shall comply with all applicable Village ordinances, codes, conditions and requirements.
2. **Compensation for Village staff time:** Depending on the anticipated event attendance and type of event, Village personnel, including Police, Fire, Public Works, and Community Development may be required at the event. Charges for all Village personnel involved in the event will be billed to the event sponsor at the applicable hourly rate. The Village shall determine the number of personnel necessary to ensure the safety of participants and to minimize the impact of the event on normal Village operations and resources.
3. **Road Closures:** If there are road closures involved with the event, it is the responsibility of the applicant to notify the residents and businesses along the race route that is approved by the Village Police Department about these road closures at least 14 days in advance of the event.
4. **Food and Beverage Health Inspection:** Food and beverage sale requires a permit from the Village and a permit and inspection by the Kane County Health Department. Please call the Kane County Health Department at 847/695-0848 for additional information.
5. **Permission for Use of Property:** Events taking place on property not owned by the Village of Carpentersville **requires a letter from the property owner granting use of the property for the event.** This requirement applies to any event taking place on private property or property owned by a governmental entity, other than the Village of Carpentersville (i.e., school district, park district, township, county, etc.). This requirement does not apply to businesses holding events on property owned by that business.
6. **Raffles:** All raffles require a license, in accordance with Illinois Village ordinance. Please contact the Village Clerk's Office at (847) 426-3439 x292 for information on obtaining a raffle license.
7. **Resident/Business Notification:** For events requiring street closures or that may cause disruption to Village of Carpentersville residents or businesses, mailed or hand-delivered notification may be required to provide the affected parties at least two (2) weeks prior to the event. The Village of Carpentersville shall determine if notification is necessary and the scope of notification required.
8. **Review by the Village of Carpentersville:** After submitting all required forms, the application will be reviewed by the Village of Carpentersville. All departments that will be involved in providing services or permits/licenses for the event will assist in reviewing the application.
9. **Right to Modify/Cancel Event:** Applicants should not assume that all aspects of the event will be approved; the event organizer may be asked to change details of the event plan based on the availability of services, scheduling of other events, public health and safety concerns, and applicable Village ordinances. The Village of Carpentersville reserves the right to cancel any event at any time for reasons deemed necessary by the Village of Carpentersville, including (but not limited to) severe/dangerous weather, failure to submit required forms, insurance documentation, hold harmless agreements and/or permission from property owner granting permission for use of private property or permission from other governmental entities granting permission for use of that governmental entity's property.
10. **Tents:** All tents (other than pop-up style camping tents) require an inspection from the fire department. Each tent's flame spread certificate must be provided to Fire at least two (2) weeks prior to the event.
11. **Waste Removal:** The Village of Carpentersville will not provide waste removal services for special events. Removal of all waste and debris is the responsibility of the event manager.
12. **Fee Waivers:** If the organization hosting the event has IRS 501 (c) 3 status or is another governmental body, the event may be eligible for fee waivers. In order to obtain a fee waiver, a letter addressed to the Village President requesting the waiving of all applicable fees, accompanied with a copy of the organization's 501(c) 3 status should be provided with the completed application.