



City of Marengo

132 E. Prairie Street

Marengo, IL 60152

815-568-7112 www.cityofmarengo.com

New Business Registration Guidelines

Let the City of Marengo know your intention to open a new business and update us on your progress in fulfilling requirements.

- Review Business Regulation ordinances in Chapter 32
- Obtain required State and County licenses.
- Obtain building permit where applicable for remodeling, including electrical and plumbing. Schedule required code inspections with the City building official.
- City building inspections, electrical inspections, and plumbing inspections must be done and passed before opening.
- Submit the Business Registration form and registration fee as soon as the requirements are met. (Registration must be done annually; the City will email renewal notice.)
- The city will issue a Certificate of Occupancy when all requirements are met and the fee is paid.



Business Registration Application

City of Marengo 132 E. Prairie Street, Marengo, IL 60152

815-568-7112, www.cityofmarengo.com

Date _____ New Business (\$50.00 fee) _____ Existing Business (no fee) _____ (Check one.)

Business Name _____ Phone _____ Email _____

Business Address _____ Number of Employees _____

Business Phone# _____ Business Fax# _____

Type of Business: Individual_ Partnership_ Corporation_ Other (list type): _____

Describe business activity _____

Days/Hours of Operation: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Fire Alarm ___ Security system ___ Name/Phone number of Alarm Company _____

Business Owner contact & other information:

Name _____ Cell phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Is owner actively involved and present at business? Yes_ No_ If yes, describe involvement:

List All Emergency Contacts Information in Priority order (use other side of this application if necessary)

Key holder #1 _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Key holder #2 _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Property Owner/Landlord Contact Information:

Name _____ Cell Phone _____ Email _____

Home Address _____ City _____ State _____ Zip _____

Attach all required State and County licenses held by the Business Owner, Business Manager, and Employees. The undersigned hereby applies to the City of Marengo, Illinois, for Business Registration. I have read and completed this application, fully understand its intent, and declare that the statements made are factual. I understand that incomplete applications or applications containing false information will not be approved.

This application is due on 5/1 each year. If it is not received within 90 days of that day, a \$50 late fee will be assessed.

Owner Signature _____ Print Name _____ Date _____

Office Use Only

Date Received _____ Payment received _____

