



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

Bradley Business Renewal Notice

All Bradley business registration, licenses & vending stickers expire
May 31st, 2024.

1. Review & update the enclosed Business Registration Renewal forms. **Complete the documents in their entirety** with the most current information. If a field is not applicable to your business, please mark it with N/A. This information is used by all village departments to contact the proper personnel when needed. Direct local contacts have proved beneficial and are appreciated.
2. *Note: Key holders are crucial for after-hours emergency situations. If it is determined that the village does not have the proper information for your business, fines may be imposed.*
3. All for-profit businesses are required to pay a \$20 Business Renewal fee in addition to other license/permit fees that may pertain to your business: Motor Vehicle Repair, Vending Machine Stickers (skill or service) paid by token, Video Gaming Terminals, Amusement License (business that provides non-vending entertainment.)
4. Non-for-profit businesses/organizations submit proof of status for waiver of Business Renewal fee.
5. All Tobacco and Liquor License Registrations/Renewals will come from the Village Clerk.
6. **IF a contractor pays your vending fees send their contact information to us attached to this form.**
7. Current mailing information and email address for the contact person is required.
8. If you don't need a printed registration certificate returned to you, please initial that section at bottom of the renewal form.
9. Submit copies of your required County, State or Federal licenses with renewal.
10. Mail form and check payment to attention Business License at 111 N. Michigan Ave. Bradley, IL 60915.

Important Requirement: If any of the information provided on the form changes during the year, you are required to by ordinance to notify our office within 15 business days of such an event.

Correct owner information, local contact and license compliance contact information is vital. Please do not hesitate to call me at 815-936-5124 or email kabaron@bradleyil.org anytime you have any questions.

Mayor
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Clerk
Kelli Brza

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