



Dear Business Owner:

On October 11, 2010, the Village adopted a new Business Registration Ordinance (the “Ordinance”) requiring all persons “conducting, engaging in, maintaining, operating, carrying on or managing a business, occupation or activity in the Village”, to obtain an annual business license from the Village. You may review the new Business Registration Ordinance on the Village’s website at [www.plainfield-il.org](http://www.plainfield-il.org).

For your convenience, the Village’s Business License Application is attached. It is to be completed and returned to the Village of Plainfield within ten (10) business days, along with a check in the amount of the applicable registration fee. The application fee will be held pending approval of your Business License Application. Should your business License Application be denied, the application fee will be returned to you. Pursuant to the Ordinance, the current annual registration fee is as follows:

- (1) Twenty-five dollars (\$25.00) for businesses occupying three thousand (3,000) square feet or less of total floor area;
- (2) Seventy-five dollars (\$75.00) for businesses occupying between three thousand and one (3,001) square feet and six thousand square feet (6,000) square feet of total floor area;
- (3) One hundred and twenty-five dollars (\$125.00) for businesses occupying more than six thousand and one (6,001) square feet of total floor area; and
- (4) Twenty-five dollars (\$25.00) for all home based businesses.

Please be advised that pursuant to the Ordinance, “total floor area” includes all of the floor area in use or reserved for or retained for use by the business. This includes, but is not limited to, principal and accessory floor area, basements, storage or detached accessory buildings, even if that space is temporarily vacant or not in use by the licensee.

If you have any questions regarding the Business License Ordinance, or any other matters related to the business licensing procedure, you may contact the Village of Plainfield, Building Department at (815) 439-2937. The Office where the completed application may be returned is open Monday – Friday, between 7:30 a.m. to 4:00 p.m.

Sincerely,

Mary McGregor  
Licensing/Permit Coordinator

Enclosure: Business License Application and Invoice