



ACCOUNT NUMBER: \_\_\_\_\_

**Business account  
Cancellation notice**

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ADDRESS (if different from above) \_\_\_\_\_

**TO: PLAINFIELD BUILDING DEPARTMENT:**

Please be advise that the business at the above named address has been closed and is no longer conducting business.

I, \_\_\_\_\_, understand that by signing and returning this notice, my business account will be cancelled and I will not longer be liable for annual registration fees. However, in the event of reopening my business after the account has been cancelled, I understand that failure to comply with the Village's Business License Ordinance and obtain a business license may subject me to any and all fees incurred due to non-registration of my business.

DATE OF CANCELLATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ REASON FOR CANCELLATION: \_\_\_\_\_

If you have any questions or concerns, please contact the Plainfield Licensing/Permits Coordinator, Monday through Friday, between 7:30 a.m. and 4:00 p.m. at (815) 439-2937.

**Building Department**

14400 S Coil Plus Drive, Plainfield, IL 60544

Phone: (815) 439-2937

Fax # (815) 609-6114

[businesslicensing@goplainfield.com](mailto:businesslicensing@goplainfield.com)