



# CITY OF PROSPECT HEIGHTS 2023 BUSINESS REGISTRATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Retail Occupation Tax No. / Tax Id No. \_\_\_\_\_

Owner Of Business: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

**Must be home address**

Owner's Phone No.: \_\_\_\_\_

Number of Employees: 

Full Time	Part Time
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 \_\_\_\_\_

**In case of police, fire or other emergency relating to personnel, structures, building and/or equipment associated with the above mentioned business of service, the following representatives are to be notified:**

(DAY) 1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(EVENING) 1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Return to: City of Prospect Heights Building Department Attn: Jenn Myzia  
8 N. Elmhurst Road, Prospect Heights, IL 60070**

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FOR OFFICE USE ONLY

Inspection Scheduled for: \_\_\_\_\_ / \_\_\_\_\_ @ \_\_\_\_\_