

**AN ORDINANCE UPDATING THE CITY'S  
BUSINESS LICENSE FEES AND REGULATIONS**

**WHEREAS**, the City of Rolling Meadows, as a home rule unit of local government as provided by Article VII, Section 6(a) of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs including the power to regulate for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, the City desires to update the licensing fees applicable to various businesses and establishments throughout the City, which fees the City has determined will be commensurate with the best interests of the City and will reasonably approximate the City's costs and expenses in administering its regulations; and

**WHEREAS**, the City desires to update and clarify certain sections of its business license regulations and repeal certain sections of its business license regulations in order to modernize the Municipal Code, improve the Code's administration and ease of use, and reflect current practices; and

**WHEREAS**, the Corporate Authorities of the City of Rolling Meadows have therefore determined that it is in the best interest of the City and its residents to amend the Municipal Code as set forth herein.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Rolling Meadows, Illinois:**

**Section 1:** The recitals set forth above are incorporated herein by reference as the findings of the Corporate Authorities.

**Section 2:** Repeal of Jukebox Regulations. Section 10-4, entitled "Permits required for jukeboxes," of Article I, entitled "In General," of Chapter 10, entitled "Amusements and Entertainments" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use.

**Section 3:** Repeal of Mechanical Amusement Regulations. Section 10-8, entitled "Mechanical amusement devices," of Article I, entitled "In General," of Chapter 10, entitled "Amusements and Entertainments" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use.

**Section 4:** Amendment to License Proration. Section 22-25, entitled "Prorating of license or permit fees for new businesses," of Article I, entitled "In General," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code shall be and is hereby amended as follows (additions are **bold and underlined** and deletions are ~~struck through~~):

**"Sec. 22-25. Prorating of license or permit fees for new businesses.**

**(a) Any annual license or permit fee required under this chapter for a new business shall be prorated on a quarterly basis according to the date of issuance as follows:**

**(1) For licenses or permits issued on or after January 1 but before April 1, the full annual fee shall be charged;**

**(2) For licenses or permits issued on or after April 1 but before July 1, seventy-five percent (75%) of the annual fee shall be charged;**

**(3) For licenses or permits issued on or after July 1 but before October 1, fifty percent (50%) of the annual fee shall be charged;**

**(4) For licenses or permits issued on or after October 1 but before the following January 1, twenty-five percent (25%) of the annual fee shall be charged.**

~~The license officer shall prorate the license or permit fee for new businesses based on the number of months between the time that the license or permit is issued and the end of the term for the license. The total fee due to the city shall be divided by 12 and then multiplied by the whole or part of the months remaining until the business' or occupation's license or permit is scheduled to expire to determine the appropriate amount due."~~

**Section 5: Repeal of Redundant License Fee Provisions.** Each of the following Sections or subsections thereof of Article I, entitled "In General," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use:

- A. Section 22-18, entitled "License and permit fees established; payment."
- B. Section 22-44, entitled "Payment of license fees required."
- C. Section 22-47, entitled "General licensing requirements; annual fee."

**Section 6: Repeal of Vending Machine Fees.** Section 22-22, entitled "Liability for vending machine fees," of Article I, entitled "In General," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use.

**Section 7: Repeal of License Transfer Provisions.** Each of the following Sections or subsections thereof of Article I, entitled "In General," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use:

- A. Section 22-30, entitled "Transfer of license or permit authorized; procedure."
- B. Section 22-31, entitled "Number of transfers restricted; transfer fee."

**Section 8: Amendment to License Proration.** Section 22-45, entitled "License required; penalties," of Article I, entitled "In General," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code shall be and is hereby amended as follows (additions are **bold and underlined** and deletions are struck through):

**"Sec. 22-45. - License required; penalties fees.**

(a) ~~It shall be unlawful for any person to engage in the business of a commercial establishment, business and/or commercial enterprise or activities as enumerated in appendix B to this Code without having first obtained a license therefor.~~ **Except as otherwise specifically provided in this chapter or Code, and except for any business or occupation that is exclusively licensed and regulated by the state, it shall be unlawful for any person to operate a business or occupation of any type or nature whatsoever within the city without first having obtained a business license.**

(1) *Exception (Coworking and virtual office tenants).* Where an "office, retail, service, wholesale" licensee is operating as a provider of small office space to a number of individual and small business tenants, commonly known as a "coworking space" or a "virtual office", the license for said premises shall be deemed to authorize any tenant business activity classified as "office, retail, service, wholesale" operating therein without obtaining a separate license. Businesses who benefit from this exception may elect to voluntarily register with the city and receive a city business license after paying the fee provided in appendix B to this Code. This voluntary licensing fee shall not be reduced, refunded, or subject to any late fee or surcharge for failure to renew.

(b) ~~Unless otherwise expressly provided, any person convicted of violating any section of this chapter or applicable section of this Code shall be punished in accordance with the schedule of rates, fees, fines and penalties as adopted by the city council from time to time and found in appendix B of this Code of Ordinances.~~ **The annual license fee for any such business or occupation shall be in accordance with the schedule of rates, fees, fines and penalties as adopted by the city council from time to time and found in appendix B to this Code.**

**Section 9: Repeal of Carwash Regulations.** Division 3, entitled "Carwashes," of Article III, entitled "Other Businesses," of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use. For the avoidance of doubt, such businesses are not exempt from licensing by the City and are required to be licensed in the same manner as other types of businesses pursuant to the regulations of Chapter 22.

**Section 10:** Repeal of COVID-19 Temporary Business Regulations. Article V, entitled "Temporary Regulations for Restaurants, Bars, Cafes, and Coffee Shop Seating" of Chapter 22, entitled "Businesses" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use.

**Section 11:** Repeal of Vending Machine Regulations. Each of the following Sections or subsections thereof of Division 7, entitled "Vending Machines," of Article IV, entitled "Food and Food Dealers," of Chapter 50, entitled "Health and Sanitation" of the Rolling Meadows Municipal Code is hereby repealed in its entirety and reserved for future use:

- A. Section 50-356, entitled "License required."
- B. Section 50-357, entitled "License application."
- C. Section 50-359(a), requiring semi-annual inspection of vending machines.
- D. Section 50-361, entitled "Failure to obtain license."

**Section 12:** Repeal of Appendix B, Section VII. Section VII, entitled "Fire code violation," of Appendix B, entitled "Schedule of Rates, Fees, Fines and Penalties" is hereby repealed in its entirety and reserved for future use. For the avoidance of doubt, the penalty for any violation previously specified in said Section shall thereafter be the General Penalty provided in Appendix B for violations of the Municipal Code or, in the case of misdemeanors, the general penalty specified for misdemeanors in the Municipal Code.

**Section 13:** Comprehensive Amendment of Appendix B, Section XII. Section XII, entitled "Business licenses," of Appendix B, entitled "Schedule of Rates, Fees, Fines and Penalties" of the Rolling Meadows Municipal Code is hereby amended to adopt a comprehensively revised Section XII as set forth in **Exhibit A** attached to and, by this reference, made a part of this Ordinance.

**Section 14:** If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**Section 15:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

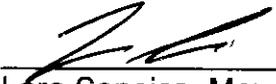
*[Signature page follows.]*

**PASSED AND APPROVED** by the City Council of Rolling Meadows, Cook County, Illinois this 28<sup>th</sup> day of October, 2025.

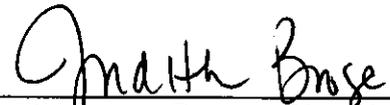
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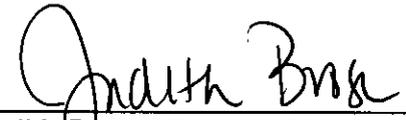
ABSENT: 0

  
\_\_\_\_\_  
Lara Sanoica, Mayor

ATTEST:

  
\_\_\_\_\_  
Judith Brose, Deputy City Clerk

Published this 29<sup>th</sup> day of October, 2025.

  
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Judith Brose, Deputy City Clerk

**EXHIBIT A**  
**Comprehensively Amended Section XII of Appendix B**  
**SECTION XII.**  
**Business and Establishment Licenses**

**A. General Business Licenses.** The following fees apply to all business licenses except the specific categories of business listed in subsection B below.

Reference	Item	Fee	Unit	Effective Date
Sec. 22-47	General business: 1 to 999 square feet	\$150.00	Per year	October 28, 2025
Sec. 22-47	General business: 1,000 to 9,999 square feet	\$250.00	Per year	October 28, 2025
Sec. 22-47	General business: 10,000 to 19,999 square feet	\$400.00	Per year	October 28, 2025
Sec. 22-47	General business: 20,000 to 39,999 square feet	\$550.00	Per year	October 28, 2025
Sec. 22-47	General business: 40,000 to 74,999 square feet	\$700.00	Per year	October 28, 2025
Sec. 22-47	General business: 75,000 to 149,999 square feet	\$825.00	Per year	October 28, 2025
Sec. 22-47	General business: 150,000 square feet and larger	\$950.00	Per year	October 28, 2025

**B. Specific Business Licenses.** The following fees for the listed business categories apply in lieu of the General Business License fee schedule provided above.

Reference	Item	Fee	Unit	Effective Date
Sec. 22-137	Gas (Filling) Station	\$300.00	Per year	October 28, 2025
Sec. 22-45	Voluntary License (Coworking and Virtual Offices)	\$30.00	Per year	October 28, 2025
Sec. 22-47	Mobile Businesses	\$150.00	Per vehicle per year	October 28, 2025
Sec. 22-592	Home Occupation	\$100.00	Per year	October 28, 2025
Sec. 22-622 Sec. 22-937 Sec. 22-1042	Hotels, Motels, Nursing Homes, Asst. Living	\$4.00	Per room per year	October 28, 2025

Reference	Item	Fee	Unit	Effective Date
Sec. 22-757	Laundromat	\$800.00	Per year	October 28, 2025
Sec. 74-36	Solicitors and Peddlers	\$150.00	Per person	October 28, 2025
Sec. 86-127	Scavenger (Waste Hauler) – Base Fee	\$1,000.00	Per year	December 19, 2023
Sec. 86-127	Scavenger (Waste Hauler) – Incremental Fee	\$10.00	Per account per six months	December 19, 2023
Sec. 86-61	Pawnbroker	\$2,750.00	Per year	October 28, 2025
	<i>Tobacco and Industrial Hemp</i>			
Sec. 22-107	Accessory Retailer (additional fee)	\$200.00	Per year	October 28, 2025
Sec. 22-107	Specialty Shop	\$500.00	Per year	April 11, 2023
Sec. 22-107	Smoking Lounge	\$750.00	Per year	April 11, 2023

C. **Premises Registration and Inspection Fees.** The following fees apply to establishments that, because they are bona fide non-profits or by operation of law, are not subject to City business licensing.

Reference	Item	Fee	Unit	Effective Date
Sec. 42-260	Premises Registration: 1 to 9,999 square feet	\$125.00	Per year	October 28, 2025
Sec. 42-260	Premises Registration: 10,000 to 39,999 square feet	\$175.00	Per year	October 28, 2025
Sec. 42-260	Premises Registration: 40,000 square feet and greater	\$225.00	Per year	October 28, 2025

D. **Elevator & Conveyance Certificates.** The following additional fees apply to any operator of an elevator or other conveyance subject to the Elevator Safety and Regulation Act as locally administered by the City.

Reference	Item	Fee	Unit	Effective Date
225 ILCS 312/95	Annual certificate of operation	\$150.00	Per conveyance	October 28, 2025

**E. Food Establishments – Environmental Health Licenses & Permits.** In addition to a business license, the following fees apply to any establishment operating as a food establishment.

Reference	Item	Fee	Unit	Effective Date
Sec. 50-165	Food establishment: High risk	\$200.00	Per year	October 28, 2025
Sec. 50-165	Food establishment: Medium risk	\$150.00	Per year	October 28, 2025
Sec. 50-165	Food establishment: Low risk	\$100.00	Per year	October 28, 2025
Sec. 50-213	Temporary food permit (14 days)	\$50.00	Per permit	October 28, 2025

**F. Building Contractors.**

Reference	Item	Fee	Unit	Effective Date
Sec. 18-2	Contractor License	\$120.00	Per 365 days	October 28, 2025
Sec. 18-2	Contractor License – Holds City Business License	No fee	Per 365 days	October 28, 2025

**G. Miscellaneous.**

Reference	Item	Fee	Unit	Effective Date
Sec. 22-28	Change in location of business license	\$20.00 plus any incremental fee	Each	October 28, 2025
Sec. 22-39(b)	Business license late fee	100% surcharge	Each	October 28, 2025