

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

BUSINESS NAME CHANGE WORKSHEET

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

BUSINESS INFORMATION

New Business Name: _____

Previous Business Name: _____

Business Address: _____

Business Email: _____

Business Phone: (____) _____ - _____ Business Fax: (____) _____ - _____

BUSINESS OWNER INFORMATION

Business Owner's Name: _____

Business Owner's Address: _____

Business Owner's Email: _____

Business Owner's Phone: (____) _____ - _____

ADDITIONAL INFORMATION

Form completed by (check): Property Owner Business Owner Village Staff Other: _____

For Office Use Only

Name Change Checklist:

- Copy provided to:** Finance Department Police Department Fire District
- Information entered:** Nonresidential Database Shop South Elgin
- File with permit records.**

Date Received: _____ Completed By: _____ PIN: _____
