



The Village of Hanover Park

Where you want to be!

New Business Guide



Introduction

Welcome to the Village of Hanover Park and thank you for your interest in establishing your business in our hometown. This guide will provide you with information on the steps you must take to meet the requirements to open a new business in Hanover Park. Also included is contact information for additional resources for your business success.

Learn the Market

If you need assistance in locating or planning for your business, you may contact the Community and Economic Development Department at 630-823-5780 or visit the Development page of the Village's website at www.hpil.org. Staff provides efficient, confidential help with site selection, connection with area business resources, and information on approval procedures and demographics. New businesses are also encouraged to participate in the Hanover Park Chamber of Commerce and the Village's CONECT business committee. New businesses may informally come before CONECT for guidance on marketing, financing, or policy issues that could help them get off on the right foot.

Community Development has information regarding:

- Available Commercial Space
- Development sites
- Demographics
- Proposed housing starts
- Commercial development
- Traffic counts
- Incentives

Village Requirements

Before you select a location, start construction, or open a new business, the zoning, occupancy, and licensing requirements must be met. Please contact the following, if you have questions regarding the requirements.

Zoning and Land
Use Requirements

Community and
Economic Development
630.823.5780

Building and Occupancy
Requirements

Inspectional Services
Division 630.823.5860
Clerk's Office

Licensing
Requirements

630.823.5602

Village Approval Process

STEP 1: Preliminary Approvals. Complete the Business Zoning and Occupancy Form and the Business License Form. Submit to the Village Clerk's Office. The business type must be a permitted use for the property. The business may need a Special Use Permit, variances or both. Zoning approval from Community and Economic Development is required before a Building Permit or Business License can be issued.

If renovating, expanding an existing building or moving into a vacant building, contact the Community and Economic Development Department for specifics on the following requirements, which vary according to location and zoning. (Non-conformities should also be reviewed with Inspectional Services Division)

- Parking
- Landscaping
- Signage
- Nonconforming Structures or Uses



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Approvals for certain business activities

If your business includes the following activities, you may be required to obtain Development Approval in the form of a Special Use or Variance:

- | | |
|--|--|
| <input type="checkbox"/> Animal day care/kennel | <input type="checkbox"/> Gambling/gaming uses |
| <input type="checkbox"/> Auto-related uses | <input type="checkbox"/> Hospitals and nursing homes |
| <input type="checkbox"/> Bar/Tavern | <input type="checkbox"/> Hotel/motel |
| <input type="checkbox"/> Building material sales | <input type="checkbox"/> Open sales lots |
| <input type="checkbox"/> Car washes | <input type="checkbox"/> Recreational uses |
| <input type="checkbox"/> Day Care center | <input type="checkbox"/> Schools, public or private |
| <input type="checkbox"/> Drive-through facility | <input type="checkbox"/> Social Service facilities |
| <input type="checkbox"/> Funeral Home | <input type="checkbox"/> Veterinary Clinic |

Contact the Community and Economic Development Department to learn more about the Development Approval process, which requires a public hearing and Village Board approval.

STEP 2: Site Visit. Once zoning is approved, Inspectional Services will contact you to schedule a site visit to identify what life safety code deficiencies, if any, must be corrected before occupancy. Owner/applicant should be present during the site visit. Please note that correction of code deficiencies may require a Building Permit.

STEP 3: Building Permits. If construction work is needed, you will need to complete a Building Permit Form at Inspectional Services Division, depending on the type of work to be done. Please note that all Contractors must be registered with the Village. Building Permits will not be issued until contractors register at the Inspectional Services Division.

A few examples of types of projects requiring a Building Permit are listed below. To confirm if your project requires a Village Building Permit, please contact Inspectional Services Division.

- | | | |
|--------------------|--|--|
| • Demolition | • Re-roofing | • Excavation work |
| • New construction | • Parking lot and driveway resurfacing | • HVAC installation |
| • Remodeling work | • Electrical work | • Water heater, furnace, and air conditioning replacements |
| • Signage changes | • Plumbing work | |

Building Permits must be obtained before work begins. Permit fees, plan review fees and refundable bonds may be associated with your project. Along with the Building Permit Form, information must be included that fully describes the specific work that is to be done. Depending on the size and scope of the project, construction documents signed and sealed by State of Illinois licensed design professionals may be required. Please contact Inspectional Services Division for any questions pertaining to submission requirements. The owner of a shopping center and/or property manager must approve, in writing, all requests for tenant space improvements and/or occupancy. This must be submitted with the Building Permit Form.

Construction inspections are required. The type of inspections needed is based on the scope of work being completed. You will receive information on the type of inspections needed at issuance of the Building Permit following the review of the submitted documents. An occupancy approval must be obtained prior to opening a new business, regardless of zoning district or business type.

STEP 4: Signage Permits. Complete a Signage Permit Form for all signage changes and temporary signs. A Sign Permit must be obtained prior to placing signage for the place of business. Sign requirements vary throughout different zoning districts and may vary by different shopping centers or office buildings. Permits will not be issued until contractors register at Inspectional Services Division.



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STEP 5: Water Account. Your water account will be set-up through the Finance Department upon paying for your Business License fee. Please note that you must complete your Business License Form and submit to the Clerk's Office before opening a water account.

STEP 6: Final Inspections and Approval: The Business License will be issued at the Clerk's Office once your final inspection and any other needed approval is complete.

STEP 7: Open and Promote Your Business: As a business in our Village, you may take advantage of several free marketing opportunities, including an official ribbon cutting ceremony, restaurant coupon promotion program, and the Spotlight on Business feature in the Village's HiLighter newsletter. The Chamber of Commerce and CONECT business committee also offer a wealth of free advice, connections, and resources. Contact Community and Economic Development at 630-823-5780 or email rmullen@hpil.org to learn more.

Non-Village Steps

Assumed Business Name. Under state law, three classes of businesses are required to file assumed names with the local county clerk's office: sole proprietors, general partnerships, and professional services corporations.

Contact the appropriate local county of the location of your business address for information on their process:

Cook County	312.443.5500	www.co.cook.il.us
DuPage County	630.682.7035	www.co.dupage.il.us

Incorporate Your Business. If you incorporate or establish a limited partnership, you must register with the State of Illinois. If you would like to use a DBA (Doing Business As) or assumed business name in your signage, please be sure to register your assumed business name for your corporation with the Secretary of State.

Contact the Secretary of State for information on their process:
Secretary of State 312.793.3380 www.sos.state.il.us

Obtain Your Federal Identification Number. Corporations and Partnerships require Federal Employer Identification Numbers (FEIN). A Sole Proprietorship may be able to use its Social Security Number. You can obtain your FEIN at:

Federal Taxpayer Service 800.829.1040 www.irs.gov/business

Obtain Your State Sales Tax Number. If you will engage in a type of retail sales business, you must have a sales tax number (either an Illinois Business Tax number or a Retailer's Occupational Tax number). You can obtain your sales tax number at:

Illinois Department of Revenue 312.814.5258 www.revenue.state.il.us

Contact the Small Business Development Center. The SBC has many offerings to business owners from entrepreneurial training to business loan programs to business consultations. There are programs for both the beginning entrepreneur, and also programs to enhance business skills and help to create comprehensive business plans. Small Business Development Centers:

Elgin Community College	847.214.7488	www.elgin.cc.il.us
Harper Community College	847.925.6520	www.goforward.harpercollege.edu/business/sbdc

Contact the Hanover Park Chamber of Commerce. The Hanover Park Chamber of Commerce is a membership driven organization that promotes business and opportunities for growth in the Hanover Park region.

Hanover Park Chamber of Commerce 630.830.0324 www.hanoverparkchamber.com





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Important Contact Information

Local:

Village of Hanover Park: 2121 Lake St., Hanover Park, IL 60133 www.hpil.org
Village Hall (main number) 630.823.5600
Inspectional Services Division 630.823.5860 Community & Economic Development 630.823.5780
Village Clerk's Office 630.823.5602 Police 630.823.5500
Fire Department 630.823.5800 Public Works 630.823.5700
Finance Department 630.823.5790

Other important information:

J.U.L.I.E. (before you dig) 800.892.0123 www.illinois1call.com
Cook County 312.443.5500 www.co.cook.il.us
DuPage County 630.682.7000 www.co.dupage.il.us
Hanover Township [Cook County] 630.837.0301 www.htonline.info
Schaumburg Township [Cook County] 847.882.1929 www.schaumburgtownship.org
Wayne Township [DuPage County] 630.231.7141 www.waynetwp-il.org
Bloomington Township [DuPage County] 630.529.7715 www.bloomingtontownship.com
Metropolitan Water Reclamation District 312.751.3250 www.mwrddc.dst.il.us
Commonwealth Edison 800.334.7661 www.exeloncorp.com
Northern Illinois Gas (NICOR) 847.490.8900 www.nicor.com

Small Business Assistance Sites:

American Small Business Alliance www.asbanet.org
Illinois Chamber of Commerce www.ilchamber.org
National Association for the Self-Employed www.nase.org
National Business Association www.nationalbusiness.org
National Federation of Independent Business (NFIB) www.nfibonline.com
National Foundation for Women Business Owners (NFWBO) www.nfwbo.org
National Minority Business Council www.nmbc.org
Small Business Administration www.sba.gov
Small Business Benefit Association www.soho.org
US Chamber of Commerce www.uschamber.org

State of Illinois:

Illinois Secretary of State www.sos.state.il.us
Department of Revenue www.revenue.state.il.us
Department of Commerce and Economic Opportunity (DCEO) www.commerce.state.il.us
Illinois DCEO Small Business Information Center www.commerce.state.il.us
Office of the Attorney General www.ag.state.il.us
Illinois Environmental Protection Agency (IEPA) www.epa.state.il.us
Department of Transportation www.dot.state.il.us

Federal:

Department of Agriculture www.usda.gov
Department of Commerce www.doc.gov
Department of Labor www.dol.gov
Economic Development Administration www.doc.gov/eda
Environmental Protection Agency www.epa.gov
State Department www.state.gov
U.S. Census Bureau www.census.gov
Occupational Safety and Health Administration www.osha.gov
Social Security Administration www.ssa.gov



OFFICE OF VILLAGE CLERK EIRA L. CORRAL
 2121 W. Lake Street
 Hanover Park, IL 60133
 630-823-5602
 Fax 630-823-5786

BUSINESS ZONING AND OCCUPANCY FORM

Business Name: _____ DBA: _____

Estimated Date of Opening: __/__/____ Business Description: _____

Business Address: _____ Hanover Park, IL 60133 Business Phone: _____

Corporate Address: _____ City: _____ State: ____ Zip: ____ Phone: _____

Preferred Mailing Address Business Address Corporate Address Website: _____

Would you like be added to the Business Connect e-mail list? Approval No Yes email: _____

1. Business Owner: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

2. Business Owner: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact

1. Key Holder Name: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

2. Key Holder Name: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

Building Owner: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

At any one time, the number of employees: _____ & customers: _____ Total floor area space _____ sq. ft.

No. of Parking spaces: _____ Business Hours: _____

Check all items below that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Expanding into adjacent space | <input type="checkbox"/> Food preparation, sale, storage: _____ |
| <input type="checkbox"/> New business | <input type="checkbox"/> Remodeling | <input type="checkbox"/> Store hazardous materials: _____ |
| <input type="checkbox"/> Existing business | <input type="checkbox"/> Building addition is planned | |
| <input type="checkbox"/> Change in business ownership | <input type="checkbox"/> Cleaning and painting only | |

I acknowledge that the information provided is complete, true, and correct and will fulfill the requirements for zoning, occupancy, licensing, and permits as indicated by Village Code.

Signature Business Owner: _____ Signature Property Owner: _____

OFFICE USE ONLY

Zoning Approval Yes No: _____ Outstanding Balance No Yes, invoice sent: _____

Building Premise Approval Yes No License to be issued Yes No: _____

BUSINESS LICENSE FORM

Incorporated- Secretary of State Sole Proprietor- County (attach assumed name certificate)

Business Name: _____ DBA: _____

FEIN Number: _____ IL Business Tax No./Retailer's Occupational Tax No.: _____

BASE LICENSE FEE

Sec. 58-41 License Fees. Commercial establishments and activities set forth, shall be as follows:

Food Establishment

Square Footage	Fee	Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$100.00	<input type="checkbox"/> 55,001-7,500	\$237.00	<input type="checkbox"/> 20,001 and over	\$394.00
<input type="checkbox"/> 1,001-2,500	\$132.00	<input type="checkbox"/> 7,501-10,000	\$289.00		
<input type="checkbox"/> 2,501-5,000	\$184.00	<input type="checkbox"/> 10,001-20,000	\$342.00		

Service Establishment

Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$42.00	<input type="checkbox"/> 5,001-10,000	\$90.00
<input type="checkbox"/> 1,001-5,000	\$63.00	<input type="checkbox"/> 10,001 and over	\$132.00

Retail and Wholesale Sales

Square Footage	Fee	Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$42.00	<input type="checkbox"/> 5,001-10,000	\$105.00	<input type="checkbox"/> 20,001-30,000	\$210.00
<input type="checkbox"/> 1,001-5,000	\$63.00	<input type="checkbox"/> 10,001-20,000	\$158.00	<input type="checkbox"/> 30,001 and over	\$315.00

ADDITIONAL ACCESSORY LICENSE

	Square Footage	Fee		Square Footage	Fee
Mini Mart	<input type="checkbox"/> 0-1,000	\$95.00	Retail Sales	<input type="checkbox"/> 0-1,000	\$40.00
	<input type="checkbox"/> 1,001 and over	\$125.00		<input type="checkbox"/> 1,001-5,000	\$60.00
Office Area	<input type="checkbox"/> 0-1,000	\$40.00	<input type="checkbox"/> 5,001-10,000	\$100.00	
	<input type="checkbox"/> 1,001-5,000	\$60.00	<input type="checkbox"/> 10,001 and over	\$150.00	
	<input type="checkbox"/> 5,001-10,000	\$85.00	Service Area	<input type="checkbox"/> 0-5,000	\$60.00
	<input type="checkbox"/> 10,001 and over	\$125.00		<input type="checkbox"/> 5,001-10,000	\$85.00
			<input type="checkbox"/> 10,001 and over	\$125.00	

SPECIAL BUSINESS ACTIVITIES AND MACHINES

Sec. 58-42. Fees for special business activities and machines

<input type="checkbox"/> Tobacco - Over the counter sales	\$100.00	<input type="checkbox"/> Live entertainment	\$500.00
<input type="checkbox"/> Elevator/docklift	\$100.00	<input type="checkbox"/> Coin-operated amusement center (4 or more amusement devises)	\$500.00
<input type="checkbox"/> Food delivery vehicle	\$50.00	<input type="checkbox"/> Billiard-pool table/table	\$100.00
<input type="checkbox"/> Food or beverage vending vehicles/vehicle	\$75.00	<input type="checkbox"/> Amusement devices/device	\$75.00
<input type="checkbox"/> Food service (temporary)/day	\$25.00	<input type="checkbox"/> Automatic music devices/device	\$75.00
		<input type="checkbox"/> Automatic food vending machine/machine	\$50.00

<input type="checkbox"/> Dry cleaning machines	\$30.00
<input type="checkbox"/> Service station/ hose	\$15.00
<input type="checkbox"/> Automobile sales	\$300.00
<input type="checkbox"/> Hotels and motels, per rental sleeping room	\$2.00 ea.
<input type="checkbox"/> Bus services	\$100.00
<input type="checkbox"/> Bus services/ bus	\$50.00
<input type="checkbox"/> Horse stable	\$25.00
<input type="checkbox"/> Outdoor pay telephone	\$25.00

Type	Serial number	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Owner: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____

Theaters:

<input type="checkbox"/> 1 to 600 seats	\$200.00
<input type="checkbox"/> 601 to 1,000 seats	\$500.00
<input type="checkbox"/> More than 1,000 seats	\$1,000.00

Total Base License Fee: _____

Total Additional Accessory License Fee: _____

GRAND TOTAL: _____

OFFICE USE ONLY

Water Department: Date Billing Arranged _____

Clerk's Office Approval for Payment: _____