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**Thank you for choosing the Village of Schiller Park for your new business location. The Information in this packet will guide you through the steps required to operate a business in the Village of Schiller Park.**

The following approvals are required in order to open your business:

- Zoning Approval
- Building Approval
- Fire Department Approval
- Health Department or other agency approval (if applicable)
- Business License Approval

## New Business Process

### STEP 1—SUBMIT NEW BUSINESS APPLICATION

The first step in obtaining approval to open a new business in Schiller Park is to submit a new business application packet, which includes the following documents:

- A \$30.00 initial application fee
- A completed Business License Application
- A completed emergency contact information form
- A proposed floor plan of your space
- A site plan or Alta survey of the property.
- Additional submittal requirements depending on the proposed business.

The amount of time needed to process an application varies and depends on many factors, including the number of inspections required, so an exact time frame for completion of the process is impossible to specify.

### STEP 2—ZONING REVIEW

The second step in obtaining approval to open a new business is to obtain zoning approval. The Village of Schiller Park is divided into different zoning districts, and different types of uses are allowed in each zoning district. ***Some uses may require approval of a Conditional Use, which requires a public hearing before the Zoning Board of Appeals and approval by the Village Board.***

***It is recommended that you contact the Village to determine if your use is allowed prior to signing a lease or purchasing a building. Do not assume that because a similar business was located at the same location previously that the use is permitted. If you have questions about whether or not you're proposed business is permitted at a particular location please contact:***

**Community Development at (847) 671- 8555 or [cd@schillerparkil.us](mailto:cd@schillerparkil.us)**

The New Business Building and Zoning Application will be reviewed to determine if the use is permitted at the proposed location and proceed to the next step if approved.

### STEP 3—FIRE DEPARTMENT REVIEW

The New Business Building and Zoning Application submittal, including the floor plan, will be forwarded to the Fire Department for review and approval. The Fire Department will inform Community Development when and if the proposed use is approved. If not approved the Fire Department will recommend the changes or remedy needed to allow safe operation of the proposed business

### STEP 4—BUILDING DIVISION REVIEW

A copy of your New Business Application submittal will also be forwarded to the Building Division for review and approval. An inspection of the location will be required and any Building Code violations will be noted. Those violations must be corrected before a Business License can be issued.

The proposed use and floor plan will be reviewed to determine if there are any building code related issues with the proposed business.

Once the proposed use and floor plan is approved by both the Fire Department and Building Division, the Village will contact the applicant to schedule an inspection of the proposed location.

### **STEP 5—BUILDING PERMITS (IF REMODELING)**

If you are planning to do any interior or exterior remodeling of the existing building or tenant space, (such as adding or changing partition walls, changing the location of light fixtures or electric outlets, adding toilet rooms, etc.) you must apply for a building permit. The building permit must be approved and issued before any construction work can begin.

All building permit applications must be submitted to the Community Development Department who will transmit them to any necessary consultants for review.

The Village of Schiller Park Fire Department conducts plan reviews and inspections that relate to life safety concerns such as fire alarm, fire protection, rack storage, controlled burns, fire pump testing, kitchen hoods, emergency generators, under or above ground storage tanks, demolition, hazardous material storage and/or use, hazardous processes, temporary structures, special events, fireworks, and other miscellaneous aspects of building construction. Fees for outside plan reviews are assessed independently of the Village of Schiller Park.

Permits are also required for the installation of burglar alarm systems and for any permanent or temporary signs you may wish to display (see additional information for more detail).

All contractors involved with remodeling must be bonded, insured and licensed before the permit is issued. All plumbing work is required to be done by an Illinois State licensed plumber. All electrical work must be done by a licensed electrician.

### **STEP 6—HEALTH DEPARTMENT (IF APPLICABLE)**

Certain business types and activities require additional approval from other agencies, particularly those that involve food service. If Health Department approval is required, the Village will not issue a certificate of occupancy or business license until the Health Department approves the proposed food service use.

### **STEP 7—CERTIFICATE OF OCCUPANCY**

When your business has received Zoning, Building, Fire, and other applicable agency approval, you will be issued a certificate of occupancy, which grants you the approval to install furniture and move in any inventory, but **does not allow you to open for business to the public or begin operations.**

## STEP 9—BUSINESS LICENSE

In order to issue a Business License in the Village of Schiller Park all businesses must pass the Building Division, Fire Department and/or Health Department inspection. You will need to pay the business license fee to obtain your business license prior to opening for business.

The annual license fee is determined upon the gross square footage area of the business including basement, mezzanines, storage areas and accessory buildings, as listed below.

### ADDITIONAL INFORMATION

- **BUSINESS VEHICLES:** An annual Village vehicle sticker is required for each vehicle used for business purposes.
- **LIQUOR LICENSE:** A Local Retail Liquor Dealers License is required for any business to sell or offer for sale at retail, or to give away alcoholic liquor within the Village.
- **VIDEO GAMING:** It shall be unlawful to install, operate or permit the use of any video gaming terminal within the corporate limits of the Village of Schiller Park without first having obtained a written license from the Village. The license shall be hung in plain view in a conspicuous place on the licensed premises, and such posted license shall include the number of video gaming terminals licensed on the premises. It shall be a prerequisite to any such Video Gaming Terminal License issued by the Village that each establishment keep in place the following licenses:
  - (A) A valid license from the Illinois Gaming Board for each such device; and
  - (B) If alcoholic liquor is drawn, poured, mixed or otherwise served for consumption on the premises, (1) a valid State of Illinois liquor license issued by the Illinois Liquor Commission; and (2) a valid Class A, AC, L, or R liquor license for service of alcoholic liquor on the premises issued by the Schiller Park Liquor Control Commissioner.
- **SIGNS:** Any permanent or temporary sign requires a permit and approval by the Village before it can be displayed. To apply for a sign permit, submit a completed application to the Department of Community Development together with two (2) copies of a plan depicting the sign, building and their dimensions. The drawing must also accurately show the shape, size and colors as well as method of construction, support, and electrical components. An application for a free standing pole sign must also include a plat of survey or site plan showing the location of the sign on the lot.

## **Village Codes:**

*2006 International Building Code*

*2015 International Energy Conservation Code*

*2006 International Fuel Gas Code*

*2005 National Electrical Code*

*2014 State of Illinois Plumbing Code*

*2006 International Mechanical Code*

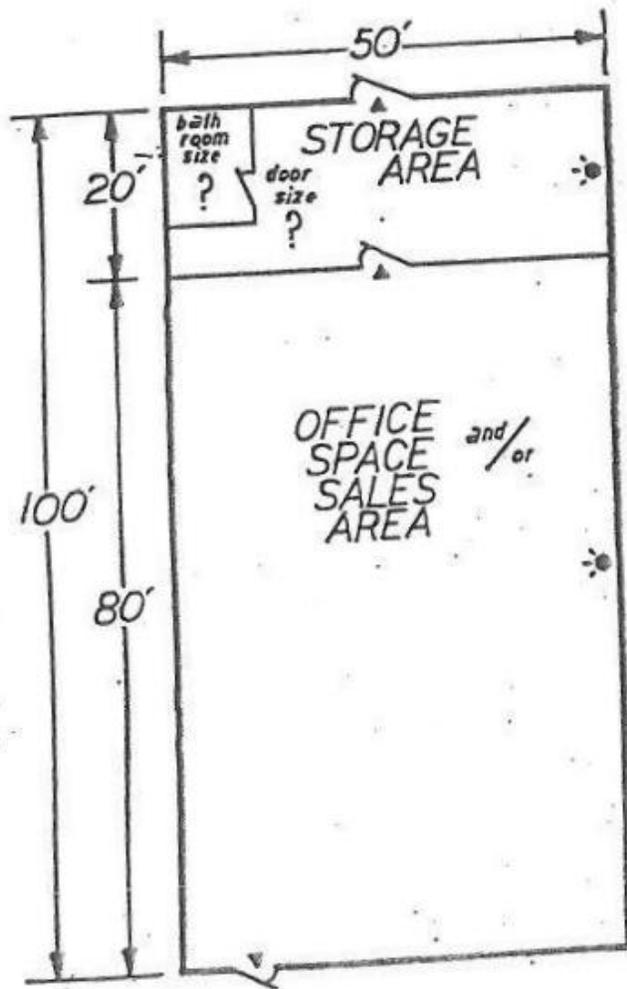
*2006 International Property Maintenance Code*

*2006 International Fire Code*

*2006 NFPA Life Safety Code (NFPA 101)*

**For additional information contact the  
Department of Community Development at  
(847) 671-8555 or email at [cd@schillerparkil.us](mailto:cd@schillerparkil.us)**

# SAMPLE ONLY



## Floor Plan Must Show:

1. Dimensions of all areas of the tenant space and planned use of each area.
2. Existing interior walls and doorways.
3. All exit doorways to outside.
4. Exit and Emergency lighting.
5. Toilet room size and door size.
6. Any other existing conditions.

## LEGEND

▲ EXIT SIGN

⊗ EMERGENCY LIGHT

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SMALL TOWN FEEL WITH A WORLD AT ITS TOUCH

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

4501 NORTH 25TH AVE  
SCHILLER PARK, ILLINOIS 60176-1455  
TELEPHONE 847 671-8555  
FAX 847 671-9783

Dear Applicant:

Attached is an application for a Business License. This application must be completed in full and submitted with a \$30.00 nonrefundable fee. The amount of time needed to process an application varies and depends on many factors, including the number of inspections required, so an exact time frame for completion of the process is impossible to specify.

All applications are first reviewed for compliance with zoning requirements. If a hearing is necessary you will receive specific instructions. To assure that your proposed business meets all code requirements, the application will be reviewed by the Building Department and Fire Department. Access to the property will be necessary to allow for proper inspections. To determine if there are any fees owed to the Village, the application will also be reviewed by the Finance Department.

If all the above noted approvals are received, the completed application is sent for final review and processing. If everything is in order you will be mailed an invoice with your business license fee. The review includes calculation of the total license fee, including any fees for vending machines and/or tobacco sales. Stickers for these will be included with your license when you receive it. Once your payment is received an official Business License Certificate will be prepared and mailed to you.

A business is not allowed to operate prior to receipt of the Business License Certificate. Once received the Business License must be prominently posted in your business. If you are planning any modifications to the building, including new signage, please check with the Building Division prior to the commencement of any work or the ordering or installation of new signage.

We are glad you have chosen Schiller Park as the home for your business and wish you many years of success.

Sincerely,

*The Village of Schiller  
Park*

**Application for Business Regulation Certificate**

Name of Business \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ Suite # \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Schiller Park, Illinois 60176 Email \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Type of Business** \_\_\_\_\_

Date of Incorporation \_\_\_\_\_ State of Incorporation \_\_\_\_\_ Tax ID Number \_\_\_\_\_

**Check One:**  **Sole Owner**     **LLC**     **Corporation**

Corporate Name: \_\_\_\_\_ Number of Employees \_\_\_\_\_

Check One:  Food     Non-Food    No. of Vehicles: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

Monthly Rent Payment: \_\_\_\_\_

	Street Address	Food Served?	Sq. Ft.
<b>Satellite Locations: 1</b>	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

<b>Satellite Locations: 2</b>	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
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**Owner, President, or Local Branch Manager:**

**Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**For additional names of owners, please attach and additional sheet**

I understand that issuance of this certificate is conditioned upon compliance with Village Ordinances and the results of any inspection of the above premises at this time or any subsequent inspection while this certificate is in force.

**I understand that I may not open for business until I have received my Business License.**

It shall be the duty of any person conducting a business in the Village of Schiller Park to conspicuously display the Certificate at the Schiller Park business location at all times. If a vending machine company does not pay for listed machines on your premise, you are responsible for payment.

The Village must be notified of any change of ownership, additional owners or partners, or change of address.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Application for Business Regulation Certificate Continued**

**Complete all that apply:**

Do you sell tobacco?  Yes  No

**How many food or beverage vending machines?** \_\_\_\_\_ **How many juke boxes?** \_\_\_\_\_

**Coin operated amusement machines?** \_\_\_\_\_ **Elevators?** \_\_\_\_\_ **Billiard/Pool Tables?** \_\_\_\_\_

**Hotel Rooms?** \_\_\_\_\_ **Gas Pumps** \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Schedule of Fees**

**Food Establishments**

1 through 2,500	150.00
2,501 through 5,000	200.00
5,001 through 7,500	250.00
7,501 through 10,000	300.00
10,001 through 12,500	350.00
12,501 through 15,000	400.00
15,001 through 17,500	500.00
17,501 through 20,000	600.00
Over 20,000 sq. ft.	700.00

Size in Square Feet

**All Other Businesses**

1 through 2,500	100.00
2,501 through 4,999	150.00
5,000 through 10,000	200.00
10,001 through 25,000	250.00
25,001 through 50,000	300.00
50,001 through 100,000	350.00
100,001 through 199,999	400.00
200,000 through 299,999	600.00
300,000 through 399,999	900.00
400,000 sq. ft. and over	1,100.00

Scavenger services	350.00
Recyclers	150.00
Hotels	10.00 (per room)
Parking Lots	100.00 (1-50 cars)
	200.00 (51+ cars)
Self Service Gas Stations	100.00 (per pump)

Tobacco Sales	75.00 each
Vending Machines	30.00 each
Pool Tables	100.00 each
Catering Trucks	150.00 each
Elevators (two inspections)	150.00 each
Elevator re-inspection	75.00 each

**For a more detailed list of fees, please see our Village Code, Ordinance # 119.08**

“FLOOR AREA” is the sum total of the gross horizontal areas of all of the several floors of a building and its accessory buildings measured in square feet from the exterior walls or from the center line of party walls separating two buildings or establishments on each of the respective floors, and shall include the basement floor, cellar floor, motor vehicle parking space when such space is used in conjunction with a drive in food establishment and retail and wholesale establishments devoted to the sale, service or repair of motor vehicles, all outside area when such area is used in conjunction with filling stations, floor space used for mechanical equipment, whether open or enclosed, including such equipment as may be located on the roof, penthouse, attic space, balconies, mezzanines, porches, and verandahs and floor area devoted to and occupied by accessory uses.

“FOOD ESTABLISHMENTS” is a building or premises or a portion thereof, the principal use of which is for the sale or dispensing or distribution or serving food, foodstuff or drink for consumption on or off the premises or in or out of the building.

“OWNER” is any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in any establishment to maintain and manage its operation.

“OWNER” is any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in any establishment to maintain and manage its operation.

**NOTE: PREMISES NOT TO BE OCCUPIED WITHOUT OCCUPANCY PERMIT ISSUED BY THE BUILDING DEPARTMENT.**