



***A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE***

New Business Information Packet

Congratulations on your decision to open a new business in the Village of Glendale Heights. Village staff looks forward to working with you through this process. The information in this packet will help guide you through the steps necessary to open a new business within the Village.

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

- Zoning approval
- Building approval
- Fire District 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 Glendale Heights is to submit a new business application packet, which includes the following documents:

- A completed New Business Building and Zoning Application
- A completed Code Red form
- A completed Keyholder and Alarm Information form
- A completed Wastewater Survey
- A proposed floor plan of your space
- A site plan or Alta survey of the property
- A \$75 zoning compliance application fee
- A completed Business License Application
- Additional submittal requirements depending on the proposed business

STEP 2 - ZONING REVIEW

The second step in obtaining approval to open a new business is to obtain zoning approval. The Village of Glendale Heights 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 Plan Commission 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 your proposed business is permitted at a particular location please contact the Assistant Planning and Zoning Administrator at (630) 260-6030.

All new businesses in Industrial Districts are also required to include a certification by a licensed engineer or architect stating that the proposed use complies with the Performance Standards pertaining to sound levels, vibrations, smoke emissions, odor, fire and explosions; as set forth in Section 11-11D-8 of the Zoning Ordinance. The Performance Standards can be found online at www.glendaleheights.org or from the Community Development Department.

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 DISTRICT REVIEW

A copy of your New Business Building and Zoning Application submittal, including the floor plan, will be forwarded to the Fire District for review and approval. The Fire District will advise the Village when the proposed use is approved.

The Village of Glendale Heights is served by three different fire districts: Glenside Fire Protection District, Bloomingdale Fire Protection District, and Carol Stream Fire Protection District (see additional information for more detail and a map).

The Glenside Fire Protection District charges a review fee of \$50.00 for occupancy up to 5,000 square feet and \$100.00 if over 5,000 square feet. This fee includes one site inspection and one pre-occupancy meeting or inspection. Additional inspections or meetings shall be assessed at \$75.00 per hour. You may contact the Fire Prevention Bureau at 630-668-5323 for questions on this process. The Bloomingdale Fire Protection District does not charge a fee for the review, but does charge \$75 inspection fee (see step 7). This fee includes the initial inspection and two re-inspections. There is a \$75 fee for any additional inspections. Please contact the Carol Stream Fire Protection District at (630) 668-4836 to determine what the costs are for their review and inspection.

STEP 4 - BUILDING DIVISION REVIEW

A copy of your New Business Building and Zoning Application submittal will also be forwarded to the Building Division for review and approval.

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 District 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 also 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 Village of Glendale Heights, who will transmit them to the appropriate Fire District and necessary consultants for review.

Glenside Fire Protection District conducts plan reviews and inspections that relate to life safety 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 plan reviews and inspections are assessed independently of the Village of Glendale Heights.

The Bloomingdale Fire Protection District uses a consultant to review all construction applications and charges a fee for this service. In order to expedite the review process, you may contact the consultant, FSCI, directly at (847) 697-1300 to determine the fee, and submit the fee along with your building permit application. If you do not submit the fee with the application, FSCI will send you a letter with the fee amount. They will not begin the review of the building permit application until they receive the required fee, which may delay the review time.

All new buildings and additions require review by the Village of Glendale Heights Appearance Commission and approval by the Village Board.

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

All contractors involved with the remodeling must be bonded 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. Please contact the DuPage County Health Department at (630) 682-7979 for additional information regarding 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 - INSPECTION

The Village of Glendale Heights and the Fire District are required to inspect the proposed location to ensure that it is in compliance with all applicable building and fire codes. The Village will coordinate this inspection with the Fire Protection District.

All storage shelving, fixtures and other affixed equipment must be in place for this inspection, but furniture, merchandise or inventory may not be moved in until a certificate of occupancy is issued. The inspectors will identify any code violations that will need to be corrected prior to occupancy and issuance of the business license.

STEP 8 - 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

The certificate of occupancy, along with the business license application will be forwarded to the Administrative Services Department. You will need to pay the business license fee to obtain

your business license prior to opening for business. Certain professional offices such as Architects and Engineers, Attorneys at Law, Insurance Brokers, Real Estate Brokers, Physicians and Dentists are exempt from the licensing fee but still must register.

The annual license fee is determined upon the gross square footage area of business including basement, mezzanines, storage areas and accessory buildings, as listed below. (For more information regarding the calculation of the gross square footage area, contact the Administrative Services Department).

Business License Fees

Area in Square Feet	Fee
Up to 2,500	\$53.00
2,501 – 5,000	\$80.00
5,001 – 7,500	\$105.00
7,501 – 10,000	\$130.00
10,001 – 15,000	\$185.00
15,001 – 20,000	\$235.00
20,001 – 30,000	\$290.00
30,001 – 40,000	\$340.00
40,001 – 50,000	\$390.00
50,001 – 75,000	\$445.00
75,001 – 100,000	\$500.00
Over 100,000	\$550.00

ADDITIONAL INFORMATION

Certain uses require issuance of a special license from the Village, in addition to the business license such as the following:

- ❑ **BUSINESS VEHICLES:** An annual Village vehicle license is required for each vehicle used for business purposes.
- ❑ **COIN OPERATED MACHINES:** Coin operated machines which are available for use by the public requires an annual license. Such machines include amusement devices, game machines, jukeboxes, gum, candy, nut, and novelty machines, snack, beverage, hot or cold food machines, cigarette machines, and similar coin or token operated machines.
- ❑ **ENTERTAINMENT PERMIT:** An entertainment permit must be obtained prior to the use of any land, building, or structure to conduct, manage, operate, or exhibit any live show. An annual or single-event Entertainment Permit may be obtained. This process requires Plan Commission review and Village Board approval.
- ❑ **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. Approval as a Conditional Use would also be required for such uses.
- ❑ **TOBACCO DEALERS:** A separate license must be obtained to sell or offer for sale at retail, any tobacco products including cigarettes, cigars, pipe tobacco, snuff, chewing or

SIGNS

Any **permanent** or **temporary** sign requires permit 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.

If you have questions, please contact the Assistant Planning and Zoning Administrator at (630) 260-6030.

BURGLAR ALARM SYSTEMS

A permit is required prior to the installation and operation of any signaling device installed to summon the Police Department that is connected directly or indirectly to the monitoring system of the Police Department, Fire Department or alarm company.

Alarm permit applications should be submitted to the Community Development Department for review and approval.

All signal devices must be installed, maintained and operated in accordance with the Glendale Heights Building Code, the National Electrical Code and the most current edition of publication No. UL 681 entitled "Installation, Classification and Certification of Burglar Alarm Systems" as published by Underwriters Laboratories, Inc.

For additional information contact the Department of Community Development at (630) 260-6030 or the Police Department at (630) 260-6070.

GLENDALE HEIGHTS CHAMBER OF COMMERCE

The Chamber works to advance the commercial, industrial, civic and general interest of the business community in Glendale Heights and its surrounding communities. They host monthly luncheons, offer networking opportunities and organize social functions. For more information visit the Chamber's website at www.glendaleheightschamber.com or call (630) 545-1099.

WASTE DISPOSAL

All garbage and waste must be suitably enclosed in covered waste containers to prevent windblown refuse deposits anywhere within the Village.

Every business shall provide for, and at all times maintain in good repair, a sufficient number of waste containers for a weekly accumulation of normal waste. Waste containers must be equipped with close-fitting covers and be rodent proof, nonabsorbent, durable and leakproof.

Commercial and industrial waste containers not mounted on wheels shall be stored on durable racks and be placed on easily cleanable impervious surface. The racks shall raise the waste containers at least 12" off the storage surface. Containers mounted on wheels shall be specifically designed for use with collection vehicles. The wheels must elevate the container at least 6" off the storage surface.

Trash Enclosures: All outside trash bins and dumpsters must be enclosed by a fence on all four sides. Said enclosures must be at least six (6) feet in height, have a gate that latches closed, and conceals the trash bins and dumpsters from public view. A building permit is required to construct an enclosure.

For additional information please contact the waste hauler providing service to your building. For names of licensed waste haulers in the Village, contact the Village Clerk at (630) 260-6000 extension 5333.

WATER AND SEWER

If you are locating in a freestanding building or a unit in a multi-tenant building with an individual water meter you must establish a water and sewer billing account with the Village.

New accounts can be opened by contacting the Water and Sewer Billing Clerk located in the Administrative Services Department at the Civic Center. A deposit in the amount of \$75.00 must be paid at the time the account is opened.

For additional information concerning new accounts and water and sewer rates please contact the Water Billing Division at (630) 260-6010.



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300 Civic Center Plaza
Glendale Heights, IL 60139
(630) 260-6000

VILLAGE OF GLENDALE HEIGHTS BUSINESS LICENSE / REGISTRATION APPLICATION

FOR OFFICE USE ONLY

Date Received _____

Amount \$ _____

License No. _____

PLEASE PRINT

Business Name: _____ Address: _____

Business Phone: _____ Sales Tax # _____ Federal ID # _____

IF SOLE OWNERSHIP:

Owners Name: _____ Date of Birth _____

Home Address: _____ City _____ State, Zip _____

Home Phone: _____ Drivers License Number _____

IF A PARTNERSHIP:

List Name, Home Address, Home Phone number of all partners: (If more space is needed list on separate sheet)

1. _____

2. _____

IF A CORPORATION:

List Names, Home Addresses, Home Phone numbers of each principal officer and the registered agent.

1. _____

2. _____

3. _____

4. _____

5. _____

BUILDING OWNER OR MANAGEMENT COMPANY:

Name: _____ Phone: _____

Address: _____

EMERGENCY KEY HOLDERS

List Name, Home Address and Home Phone of who to contact in case of emergency other than business owner.

1. _____

2. _____

Type of Business: _____ Square Footage: _____ Scavenger Service _____

Number of Vending Machines: Food _____ Drink _____ Snack _____ Cigarette _____

Number of Amusement Devices/Games etc. _____

I hereby certify that the statements contained herein are true and correct. I certify that I agree to abide by and comply with all rules, regulations and ordinances of the Village of Glendale Heights. Failure to do so could lead to license revocation and/or fine(s).

Applicant Signature _____

Title : _____



VILLAGE OF GLENDALE HEIGHTS
 300 Civic Center Plaza
 Glendale Heights, Illinois 60139
 Community Development Department
 (630) 260-6030

DO NOT WRITE IN THIS SPACE	
Permit No.:	_____
Date Issued:	_____
Permit Fee:	_____

NEW BUSINESS BUILDING AND ZONING APPLICATION

(Please Print)

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____ ALTERNATIVE PHONE NUMBER: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

ADDRESS OF BUSINESS: _____

NEW BUSINESS RELOCATING BUSINESS (FROM: _____)

NAME OF SHOPPING CENTER OR INDUSTRIAL PARK: _____

ZONED: _____ SIZE OF BUILDING/UNIT: _____ SQUARE FEET

NUMBER OF EMPLOYEES (LARGEST SHIFT): _____ NUMBER OF COMMERCIAL VEHICLES: _____

NUMBER OF PARKING SPACES: _____ NUMBER OF HANDICAPPED SPACES: _____ NUMBER OF LOADING BAYS: _____

PROPOSED USE: (Check all that apply)	<input type="checkbox"/> RETAIL	<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> OFFICE
<input type="checkbox"/> SERVICE	<input type="checkbox"/> WAREHOUSE/STORAGE	<input type="checkbox"/> LIGHT MANUFACTURING	<input type="checkbox"/> OTHER _____

OUTDOOR STORAGE: Y N TRUCK OR TRAILER PARKING: Y N HAZARDOUS MATERIALS: Y N
 OR PROCESSES

SALE OF ALCOHOL: Y N SALE OF TOBACCO: Y N LIVE ENTERTAINMENT: Y N

IN DETAIL DESCRIBE THE PROPOSED BUSINESS: _____

DOES THIS BUILDING/UNIT HAVE A WORKING FIRE SPRINKLER SYSTEM: Y N FIRE DISTRICT:

DOES THIS BUILDING/UNIT HAVE A WORKING FIRE ALARM SYSTEM: Y N BLOOMINGDALE

DOES THIS BUILDING/UNIT HAVE A WORKING FIRE PUMP: Y N CAROL STREAM

DOES YOUR BUSINESS REQUIRE ANY SITE OR BUILDING MODIFICATIONS: Y N GLENSIDE

POTENTIAL BUILDING OR SITE MODIFICATIONS: (Check all that apply)	<input type="checkbox"/> RACKING	<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> FIRE SPRINKLER
<input type="checkbox"/> INTERIOR REMODEL	<input type="checkbox"/> ADDITION	<input type="checkbox"/> KITCHEN HOOD	<input type="checkbox"/> DEMOLITION

DESCRIBE ANY PROPOSED SITE OR BUILDING MODIFICATIONS: _____

PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT TO DETERMINE IF A BUILDING PERMIT IS NECESSARY FOR YOUR REQUEST.

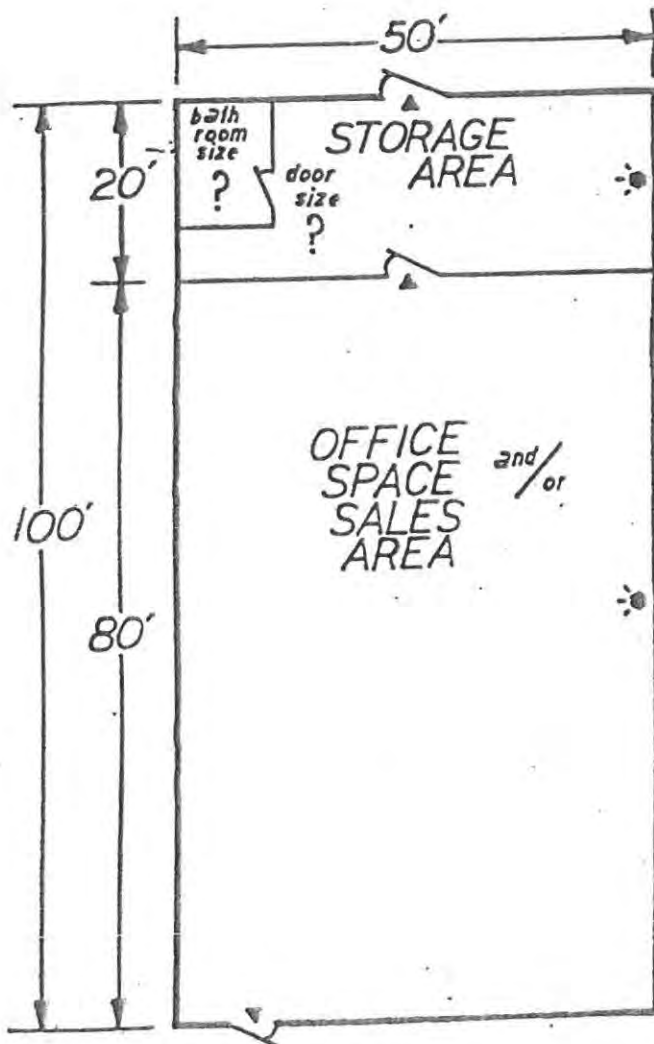
UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief, I agree to comply with all provisions of the Building and Zoning Ordinances of the Village of Glendale Heights and all amendments thereto.

Signature: _____

Affirmation of Applicant

DO NOT WRITE IN THIS SPACE	PROPOSED USE: _____	Permitted Use: _____
<input type="checkbox"/> ZONING REVIEWED: _____	_____	Conditional Use/PUD: _____
<input type="checkbox"/> BUILDING REVIEWED: _____	_____	
<input type="checkbox"/> FIRE APPROVAL: _____	Director of Community Development	

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



Beat _____ Sub _____
 New Revision
MMP _____ KMB _____

KEYHOLDER AND ALARM INFORMATION

DATE COMPLETED: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ FAX NUMBER: _____

EMERGENCY CONTACT PERSONS:

1. NAME: _____ HOME: _____
CELL: _____

2. NAME: _____ HOME: _____
CELL: _____

3. NAME: _____ HOME: _____
CELL: _____

ALARM MONITORING COMPANY: _____

ALARM COMPANY ADDRESS: _____

ALARM COMPANY PHONE NUMBER: _____

ALARM TYPE: _____ BURGLAR _____ FIRE _____ HOLD UP

Notify the Police Department of any changes in your alarm system, alarm procedures, or emergency contact persons.

Return this form to:

Glendale Heights Police Department
Attn.: Maureen Pope
300 Civic Center Plaza
Glendale Heights, IL 60139
Email: mpope@glendaleheights.org

Office: 630-909-5407 Fax: 630-668-2993



**VILLAGE OF GLENDALE HEIGHTS
WASTE WATER DISCHARGE SURVEY REPORT**

Business Name: _____
 Business Location: _____
 (Glendale Heights Address)

Authorized Representative: _____
 Title: _____
 Office Phone: _____
 Cell Phone: _____
 Email Address: _____

1. Area (Sq Ft) _____ Single Building Multi-Unit Building Units in Building _____
 (Check Mark Application Description)

2. Number of Employees _____ Employees Per Shift: 1st Shift _____ 2nd Shift _____ 3rd Shift _____

3. Operating Days (Circle) M T W TH F SAT SUN Hours: M-F _____ SAT-SUN _____

4. What service is performed at this business site?

5. Please check applicable processes and sub-processes on site:

- | | | | |
|---|--|---|--------------------------------|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Medical Office | <input type="checkbox"/> Packaging | <input type="checkbox"/> Other |
| <input type="checkbox"/> Food Establishment | <input type="checkbox"/> R & D Lab | <input type="checkbox"/> Printing (Not Copying) | Describe _____ |
| <input type="checkbox"/> Auto/Truck Repair | <input type="checkbox"/> Photo-Developing | <input type="checkbox"/> Assembly | |
| <input type="checkbox"/> Vehicle Wash | <input type="checkbox"/> Computer Center | <input type="checkbox"/> Fabricating | |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Wholesale Distributor | <input type="checkbox"/> Manufacturing | |
| <input type="checkbox"/> Office | <input type="checkbox"/> Warehouse | | |

6. What raw materials are used at this site (if any)?

7. Is process wastewater generated? _____ YES _____ NO (Process wastewater is defined as any water that during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.)

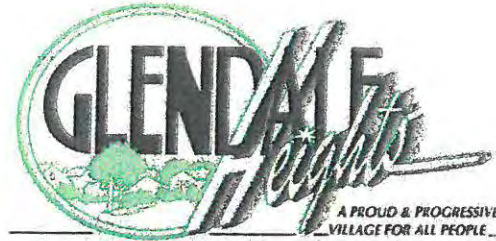
If YES, please describe including whether this is discharged into the sanitary sewer:

8. Does firm store liquids in drums? _____ YES _____ NO
 If YES, how many? _____ 5 or more _____ Less than 5
 General Substance: _____

9. Does firm store liquids in bulk? _____ YES _____ NO
 If YES, how many tanks at this site? _____
 If YES, mark tank sizes from smallest to largest _____ Gallons _____ Gallons
 General Substance: _____

If you have any questions, please contact the Village of Glendale Heights
 Waste Water Treatment Plant at 630.942.1963

CodeRED Emergency Notification for Businesses



The Village of Glendale Heights has instituted the CodeRED Emergency Notification System - an ultra high-speed telephone communication service for emergency notifications. CodeRED allows us to telephone either the whole Village, or targeted areas of the Village, in case of an emergency situation that requires immediate action (such as a water boil water notice, gas leak, missing child, etc.) The system is capable of dialing 50,000 phone numbers per hour. The recorded message will be delivered to a live person or to an answering machine, making three attempts to connect to each telephone number. Optional text messaging to a cell phone and/or email notification is available.

Please take a moment to fill in the appropriate information below, to be notified by your local emergency response team in the event of emergency situations or critical community alerts.

For more information, or to fill out this form online, go to www.glendaleheights.org to the CodeRED link.

1. Business Name: _____

2. Glendale Heights Address (Physical only; no P.O.):

Glendale Heights, IL 60139

3. Primary phone: (____) ____--____ Cell? Texting Desired?
Y N Y N

a. If texting desired, indicate cell phone carrier: _____

4. Alternate phone : (____) ____--____ Cell? Texting Desired?
Y N Y N

a. If texting desired, indicate cell phone carrier: _____

5. Email Address (if desired): _____

Businesses—Emergency calls can only be delivered to a direct dial number. Automated attendants will disrupt the process and calls will not be delivered.

**Your information will remain completely private
and will only be used to notify you of critical situations.**



NEW RESTAURANT REQUIREMENTS

1) BUILDING PERMIT REQUIREMENTS

- a) Submit a **completed** Village of Glendale Heights (VOGH) Building Permit Application
- b) Submit copies of the DuPage County Health Dept. "New Food Service" permit submittal, including but not limited to:
 - i) (3) complete set of plans
 - ii) (2) complete sets of equipment specifications
 - iii) (1) copy of the Food Service Establishment Plan Review Application
- c) At least **24-hour notice** is required when scheduling all required Village inspections
- d) Upon receipt, and **prior to occupancy**, provide copies of all of the following:
 - i) DuPage County Health Dept. permit approval
 - ii) DuPage County Health Dept. inspection reports
 - iii) DuPage County Health Dept. Annual Food Service Permit
 - iv) State of Illinois Food Service Sanitation Manager's Certificate

2) BUSINESS LICENSE REQUIREMENTS

- a) Submit a **completed** Village of Glendale Heights Business License & Zoning Certificate packet.
- b) Final inspection approval is required **prior to occupancy**.

3) FIRE PROTECTION DISTRICT (FPD) APPROVAL

- a) All applications are made to the VOGH Department of Community Development (ComDev). ComDev then forwards the required information to the FPD.
- b) Payment of FPD fees is made directly to the FPD
- c) All inspections are scheduled with ComDev, who coordinates with the FPD