



ELK GROVE VILLAGE, IL

STARTING BUSINESS HERE

NEW BUSINESS WORKBOOK

- CHOOSING A SITE
- ZONING APPLICATION
- OBTAINING PERMITS
- SCHEDULING INSPECTIONS
- LICENSING
- SETTING UP UTILITIES
- JOINING EGVbizhub.com

GETTING DOWN TO BUSINESS: A ROADMAP

Thank you for your interest in making Elk Grove Village your business home.

In keeping with our Beyond Business Friendly mission, we want to make it as easy as possible for you to get established here. This workbook will answer your questions and help you stay on track, from considering a site within the Village to preparing to occupy a space.

Find more at EGVbizhub.com

Want to know more about each step? See our online Business Resource Guide at EGVbizhub.com for full details plus helpful links and other resources.



YOUR BUSINESS IN ELK GROVE VILLAGE, IL STARTS HERE

CHOOSING A SITE

For your convenience, the Village maintains a website that lists all currently available commercial space within Elk Grove, as well as demographic, labor market, consumer spending, and business data specific to the site you are viewing.

What steps do I take?

- Visit ElkGroveSites.com to explore available buildings and sites
- Make note of sites that you will want to see with your real estate professional



Site notes:

I've found the perfect site. Now what?

You're one step closer to setting up business in Elk Grove Village. Now you can start preparing to occupy the space. Whether you will be constructing a new building or renovating an existing one, there are some steps you need to follow.

ZONING APPLICATION

STEP 1

First, obtain zoning approval to confirm your business is conducive to the Zoning district location you have selected. In fact, the Village strongly advises that you obtain zoning approval before entering into a sale or lease agreement. A formal Zoning Application must be approved by the Department of Community Development prior to occupying the building.

Most new businesses do not need to go through the Plan Commission review process. If it is determined that a Plan Commission review of your proposal is necessary, please allow a minimum of six to eight weeks from the time you submit your application to the time a decision is rendered.

ZONING CHECKLIST

- Download a Zoning Application by visiting the Choosing a Site section under the Business Resource Guide at EGVbizhub.com
- Submit application to the Community Development Department (Allow five business days for application review)
- Receive letter from the Village verifying your zoning application has been approved
Date completed: _____

Notes:



QUICK TIP

If you are going to enter into a lease agreement or a contract to purchase property, remember to include a contingency for Elk Grove Village zoning approval.



QUESTIONS

Your point of contact for zoning, permitting, and inspections is the Department of Community Development. You can contact them at 847.357.4220.

STEP 2

OBTAINING PERMITS

Nearly all building construction/remodels/repairs require approved permits. Building permits are required for all projects pertaining to the structure. Engineering permits are required for site work on exterior of a property.

Unsure if a permit is required?

Please call the Department of Community Development at 847-357-4220.

Elk Grove Village takes pride in delivering incomparable permit review services. In almost all cases, we provide a plan review response in 10 working days or less. Turnaround refers to the time it takes for the plan review. It does not guarantee permit issuance until adequate plans meeting all applicable code requirements are submitted and approved by the Village.

PERMIT CHECKLIST

Apply for a permit online at ElkGrovePermits.com or in person at the Municipal Building. You must provide:

Engineering Permit:

- A completed permit application form (with full information in all required fields)
- A plat of survey or site plan
- A plan sheet highlighting all work to be performed and signed contract proposal or engineer's cost estimate
- Larger plans such as parking lot reconstructions or additions, site work relating to building additions or remodels, require a submittal by a licensed civil engineer (the submittal shall include a full plan set with all appropriate Village specifications and details)

Building Permit:

- A completed permit application form (with full information in all required fields)
- Four (4) sets of plans/specifications
- A signed proposal from contractor
- If applicable; copy of current state license for the following contractor types: Plumber, Electrician, Roofer

Note permit numbers:



QUICK TIP

Expedite the permit process by making sure a complete set of permit drawings is submitted for review, clearly identifying all work to be done.

Visit EGVbizhub.com to find:

- The Village's details and specifications
- Comprehensive set of specifications
- Bond and insurance requirements

SCHEDULING INSPECTIONS

STEP
3

While work is being done to your site, certain inspections will be required. A good rule of thumb is to get an inspection before you cover up anything. Foundation and concrete work must be inspected prior to concrete being poured. Rough inspections for any framing, plumbing, mechanical or electrical installations must also be approved. If you have questions about inspections, please contact the Department of Community Development.

INSPECTION CHECKLIST

- Visit ElkGrove.org (Community Development Page) for detailed information about required inspections
- Schedule an inspection a minimum of 24 hours in advance by calling the Community Development front counter (open M-F 8am - 5pm) at 847-357-4220

Note inspections preformed:

Notes:

STEP 4

LICENSING

Business' located withing the Village are responsible for obtaining the necessary business license. Failure to obtain a license can result in fines of \$25 to \$500 per day. The license year is from June 1 through May 31.

Questions about licenses?

Please call the Finance Department at 847-357-4000 or stop by the Finance Counter in the Municipal Building.

LICENSING CHECKLIST

To determine if your business will require a license, will you:

- Conduct retail sales of any product or merchandise?
- Provide food or beverage vending machines?
- Provide construction or contractor services?
- Deliver food or beverage products?
- Operate a food service or food retail establishment?

Note licenses needed:

Notes:

SETTING UP UTILITIES

STEP
5

The Village provides water and sewer service to incorporated properties. Questions about water and sewer service? Please call 847-357-4060.

For your convenience, here is a list of utilities you will need to contact to set up service at your business:

UTILITY OPTIONS

Electric Services

Commonwealth Edison
1-800-334-7661
www.comed.com

Natural Gas

Nicor
1-888-642-6748
www.nicor.com

Telephone, Hi-speed Internet, and Cable Television

AT&T
1-800-244-4444
www.att.com

Comcast
1-866-594-1234
www.comcast.com

Garbage Collection or Recycling

Waste Management
1-800-796-9696
www.wm.com

Notes:

JOIN EGVbizhub.com



All the benefits of a close-knit business community online. Plus, find everything you need to start and operate a business in Elk Grove. With the EGVbizhub, networking and communicating with Elk Grove Village business community has never been easier. Visit EGVbizhub.com today to sign up!



For all things business in Elk Grove Village, visit EGVbizhub.com.

For more information about Elk Grove Village, contact

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Beyond BUSINESS FRIENDLY
ELK GROVE VILLAGE, IL