



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 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 Bartlett Area 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 Development
630.823.5780

Building and Occupancy Requirements

Fire Department
Inspectional Services
Division 630.823.5860

Licensing Requirements

Clerk's Office
630.823.5602

Village Approval Process

STEP 1: Preliminary Approvals. Complete the Business Zoning and Occupancy Form and the Business License Form and submit to the Fire Department Inspectional Services Division. 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 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 Development Department for specifics on the following requirements, which vary according to location and zoning. (Non-conformities should also be reviewed with Fire Department 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:

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

Contact the Community 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, the Fire Department Inspectional Services Division will contact you to schedule a site visit to identify what life safety code deficiencies, if any, must be corrected before occupancy. The 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 and depending on the type of work to be done, you will need to complete a Building Permit Application Form and submit that form to the Fire Department Inspectional Services Division. Please note that all Contractors must be registered with the Village. Building Permits will not be issued until contractors register with the Fire Department 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 the Fire Department 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 the Fire Department 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 with the Fire Department 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 Fire Department Inspectional Service Division office once your final inspection and any other needed approvals have been completed.

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 Hi-Lighter newsletter. The Chamber of Commerce and CONECT business committee also offer a wealth of free advice, connections, and resources. Contact Community Development at 630-823-5780 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
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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
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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 Bartlett Area Chamber of Commerce. The Bartlett Area Chamber of Commerce is a membership driven organization that promotes business and opportunities for growth in the Bartlett - Hanover Park region.

Bartlett Area Chamber of Commerce, Phone: 630.830.0324, www.BartlettAreaChamber.com
138 S. Oak Ave, Bartlett, IL 60103, Fax: 630-830-9724 nan@BartlettAreaChamber.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	
Fire Department Inspectional Services Division	630.823.5860	Community 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 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: _____ 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: _____

Commercial Property Owner: _____ e-mail: _____

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

Home Phone: _____ Cell Phone: _____

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

of Parking spaces : _____ Business Hours: _____

Check all items that apply and describe what you plan to do: Relocation New Business Existing Business

Change in business ownership Expand into an adjacent space Remodeling Building addition is planned

Cleaning and painting only Food preparation, sale or storage Store hazardous materials

Describe any other uses: _____

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: _____

HANOVER PARK BUSINESS LICENSE FORM

Business Name		Business Address	
Applicant Name		Applicant Address	
Applicant phone numbers		Applicant Email	
Corporation or DBA		Corporation Address	
FEIN -	State of IL Tax ID -	Retailers Occupation Tax # -	
Additional Information, owner of machines if other than this business, description of business activities, etc.			

BASE LICENSE FEE

Refer to the Village of Hanover Park Municipal code Sec. 58-41 (a) License Fees for Commercial Establishments and Activities as follows:

Food Establishments		Service Establishments		Retail and Wholesale Sales	
Square Footage	Fee	Square Footage	Fee	Square Footage	Fee
0 - 1,000	\$100.00	0 - 1,000	\$42.00	0 - 1,000	\$42.00
1,001 – 2,500	\$132.00	1,001 – 5,000	\$63.00	1,001 – 5,000	\$63.00
2,501 – 5,000	\$184.00	5,001 – 10,000	\$90.00	5,001 – 10,000	\$105.00
5,001 – 7,500	\$237.00	10,001 and over	\$132.00	10,001 – 20,000	\$158.00
7,501 – 10,000	\$289.00			20,001 – 30,000	\$210.00
10,001 – 20,000	\$342.00			30,001 and over	\$315.00
20,001 and over	\$394.00				

Refer to Sec. 58-41 (b) Floor Area Calculation: The sum of all floor areas = _____ square feet

Refer to Sec. 58-41 (c) For commercial establishments when two or more connected areas are under 5,000 sf area and are under one owner then base the total fee on the Food rate, then Service rate, then Retail – Wholesale rate as applicable. The fee from the left column above shall apply.

Refer to Sec. 58-41 (d) For commercial establishments when two or more connected areas exceed 5,000 sf area and are under one owner then base the total fee on the Food rate, then Service rate, then Retail – Wholesale rate as applicable. The fee from the center and right columns above shall apply. Each area over 1,000 sf shall pay a separate fee, separate areas under 1,000 sf shall pay based on the primary use fee rate. See the ordinance for clarification of above fees and for requirements of paragraphs e, f, g, h, i, j, and k.

FEES FOR SPECIAL BUSINESS ACTIVITIES AND MACHINES

Refer to the Village of Hanover Park Municipal code Sec. 58-42 for special business activities and machines. In addition to fees listed under Sec. 58-41, the following annual fees shall be applicable provided that a separate fee shall be paid whenever more than one business activity or machine is to be conducted or operated from the same premises:

1	Circus (no mechanical rides) per day	\$100.00
2	Carnival (mechanical rides), per day	\$500.00
3	Live entertainment	\$500.00
4	Animal exhibition, per day	\$50.00
5	Billiard-pool table, per table	\$100.00
6	Vendor—Nonpermanent location, per day	\$40.00
7	Tobacco—Over the counter sale	\$100.00
7a	Alternative nicotine product—Over the counter sale (except no fee shall be due if the licensee has a tobacco license)	\$100.00
8	Service station, per hose	\$15.00
9a	Taxicab: Per Cab	\$50.00
9b	Taxicab: Cab Driver’s Permit	\$50.00
10	Automobile sales	\$300.00
11	Items designed or sold for use with Cannabis or drugs	\$500.00
12a	Cigarette vending machine	\$50.00
12b	Automatic food vending machine	\$50.00
12c	Vending machine, licensee is a Municipal Corporation	\$0.00
	Vending machine, licensee is a Not For Profit Corp.	\$10.00
13	Amusement devices	\$75.00
14	Automatic music devices	\$75.00
15	Public dance, per day	\$25.00
16a	General contractor registration	\$105.00
16b	Other contractors per trade	\$50.00
16c	Other trades when employee of general	\$10.00
17a	Secondhand Itinerant dealer per day	\$50.00
17b	Dealer and/or pawnbroker	\$1,500.00
17c	Limited sales dealer	\$500.00
18	Food delivery vehicle	\$50.00
19	Food or beverage vending vehicles, per vehicle	\$75.00
20	Dry cleaning machines	\$30.00
21a	Theaters: 1 to 600 seats	\$200.00
21b	Theaters: 601 to 1,000 seats	\$500.00
21c	Theaters: More than 1,000 seats	\$1,000.00
21d	Drive-ins	\$1,500.00
22	Bus services: \$100.00 plus \$50.00 per bus	+ \$150.00
23	Solicitors (see section 58-386)	\$25.00
24	Coin-operated amusement device (see section 58-431 through 58-437). Fee per center + each machine	\$500.00 \$75.00
25	Horse stable	\$25.00
26	Sidewalk sale	\$25.00
27a	Rabbitry inside a dwelling	\$50.00
27b	Rabbitry in and accessory structure	\$10.00
28	Tent sales	\$25.00
29	Hobby kennels	\$25.00
30a	Certified massage therapist \$50 plus \$100 application fee	\$150.00
30b	Massage therapist in training \$25 plus \$25 application fee	\$50.00
30c	Massage establishment application fee	\$250.00
31	Private outdoor pay telephone	\$25.00
32	Hotels and motels: In addition to the floor area licensed as a commercial establishment, there shall be an additional fee of \$2.00 per rental sleeping room, the area of which shall be excluded from the floor area determination	\$2 per room

----- INFORMATION BELOW THIS LINE TO BE FILLED IN BY VILLAGE OF HANOVER PARK STAFF -----

Base License Fees = \$ _____ Business Activities and Machines = \$ _____ Grand Total All Fees = \$ _____

Fees calculated by _____ Signature _____ Date _____