

Village of La Grange Park

Business Resource Guide

A guide for starting, expanding and operating your business



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Business Resource Guide
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Business Resource Guide

Frequently Asked Questions

What should a business do before signing a lease or purchasing property?

Prior to signing a lease or purchasing property, you should contact the Assistant Village Manager to ensure that your business use is permitted at that location and discuss any site limitations. You should also contact the Building Department to schedule a walk-thru inspection of the property to determine if improvements are necessary in order to bring the property into compliance with the Village Code*. Lastly, all business owners must obtain a business license.

**This must be coordinated with, and approved by, the current property owner.*

Approximately how long does it take to get a building permit?

Once all required materials are submitted, the initial review of a building permit application for a commercial occupancy typically requires 5-7 business days, with comments returned to the applicant no later than 10 days after the application is submitted. Permits for very small projects may be issued more quickly. Any permits requiring fire protection or civil engineering review will take an additional 14 days in addition to the typical review timeframe. Very large and/or very complex construction projects may take longer.

How much does a building permit cost?

Building permit fees vary based on the scope of the construction costs. The base fee is calculated based on the total construction cost, plus any other fees that may be associated with your particular project. Please consult the current list of fees on the Village website.

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Frequently Asked Questions

Are there any miscellaneous fees I may be charged?

There may be additional fees depending on the type of construction or renovation project. Examples of some projects for which miscellaneous fees are charged include: parking lots, garages, auxiliary structures, and fences. The Village requires permits for projects that include new or existing plumbing, electrical, signage, as well as any wrecking or demolition of structures. Similar to building permits, these permit fees vary on the scope of the project as authorized in the Village Code. In order to avoid fines and penalties, work should not be started without a permit. Please contact the Building Department for an estimate of all permit fees.

If I want to make changes to the interior of the building, what do I do?

Prior to beginning any construction or renovation work, contact the Building Department to determine whether a building permit is required.

If I want to make changes to the exterior of the building, what do I do?

Some exterior improvements may require zoning review and approval in addition to building permits. Contact the Building Department before beginning exterior construction to find out if development review is required.

Do I need a business license?

Yes. Most businesses require a business license. Some businesses that hold state licenses, such as insurance brokers, dentists, and doctors, are not required to obtain a business license in the Village of La Grange Park. Please check with the Administration Department to see if your business qualifies for this exemption.

Business Resource Guide *Frequently Asked Questions*

I would like additional signage to promote my business. How do I find out what type of signage is permitted?

All business owners must obtain a sign permit for the installation of any new signage. Installation may include installing, constructing, enlarging, moving or converting a sign, which includes certain temporary signs, such as banners. Any specific questions should be directed to the Assistant Village Manager.

When do I need to hire a contractor?

Licensed contractors must be hired to complete all work requiring a permit. These contractors must be licensed, bonded and insured with the Village.

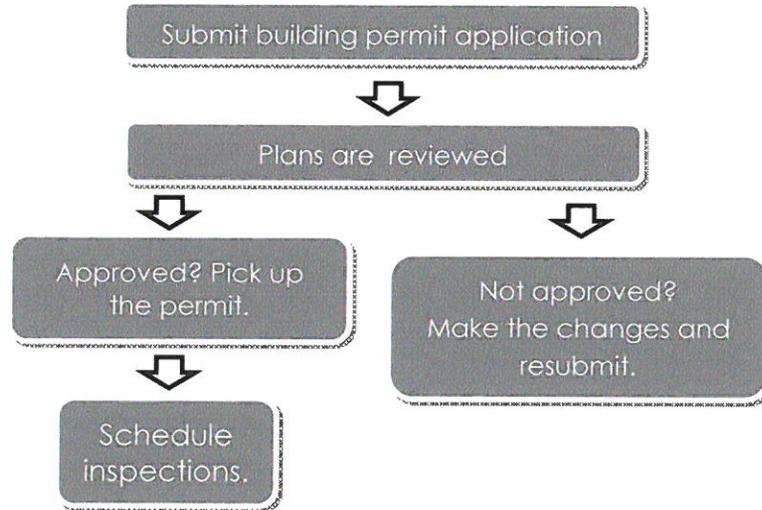
Who can help me promote my business?

The La Grange Park Chamber of Commerce is a group of local business owners and leaders who meet monthly to discuss issues relevant to doing business in the Village. The Chamber's purpose is to improve and promote La Grange Park businesses, as well as the overall business climate in La Grange Park. Please visit their website at www.lagrangeparkchamber.org for information on membership and upcoming events.

The West Suburban Chamber of Commerce also provides networking and advertising opportunities. Visit their website for additional details.

The Village also promotes businesses weekly in our electronic newsletter and quarterly in the Rose Clippings (which is mailed to all residents of the Village). Contact the Assistant Village Manager for information on how we can help you promote your business.

This is a simple illustration to show you the basic documents needed for the building permit application. Please see the explanation below for clarification and additional requirements. There may be additional plans and required by the Village Code, including a Stormwater Management Plan. If you have any question regarding your building permit application or the plans required for your individual project, please contact the Building Department (708-354-0225).



Application Form

Include the full names and addresses of the applicant and property owner, and clarify on the application if the owner is a corporate body, trustee or partnership. Along with a brief description of the proposed work and any additional information requested by the Building Department.

Plat of Survey

Three copies of the plat of survey drawn by an Illinois Registered Land Surveyor should be submitted to the Building Department. The purpose of the plat of survey is to show the dimensions of the current building or site.

Site Plan

The site plan must be drawn to scale and include the location of all new construction, existing buildings, structures, trees, parking, water and sewer locations and any other information required by the Building Department or Village Engineer.

Construction Plan

Three (3) complete sets of construction plans must be submitted for review and are required to show design live loads and occupant capacities for all spaces and floors. For specifications on the architectural, mechanical, structural and electrical requirements assigned by the Village Code, please contact the Building Department.

Why do I need a building permit?

It is unlawful to begin construction, alterations, repair, demolition or the clearing or excavating of any site, structure, sidewalk, fence, parkway, curb without having first applying for and obtaining a building permit from the Village. Building permit applications can be found on the Village website on the homepage under the Document Center. Completed applications may be delivered to Village Hall during regular business hours or sent via fax (708-354-0241).

What should I include in the building permit application?

An application for a building permit should be submitted to the Building Department. The Village Code requires that all applications be completed by the property owner or his/her authorized agent, and must include the requirements illustrated on the subsequent page.

Sign Permits & Certificates of Occupancy

Sign Permits

A sign permit allows for the construction, alteration or relocation of any sign or advertising materials. All sign permits are reviewed for compliance with the Village's zoning standards as well as with the Building Code.

***Please note:** There are many specific requirements and standards included in the Village Code which regulate signage in La Grange Park. These criteria are too detailed and numerous to include in this document. Contact the Assistant Village Manager for assistance in understanding of the regulations that apply to your specific project.*

Why do I need one?

A certificate of occupancy needs to be obtained in order to begin the construction or remodeling of any building structure. It is necessary to obtain a certificate of occupancy before a building permit.

How do I obtain one?

New businesses and changes in ownership must submit an application for a certificate of occupancy form to apply for an occupancy permit. Existing businesses may submit a building permit application which serves as the occupancy permit application. These applications are available at Village Hall, as well as on the Village website. Completed applications may be delivered to Village Hall during regular business hours or sent via fax. A Certificate of Occupancy will only be issued after the construction or alteration of the building has been completed and approved by the Village.

Business Resource Guide *Inspections*

The Building and Fire Departments examine all buildings, structures or sites for which an application has been submitted.

Scheduling Inspection

The owner or contractor is required to contact the Director of Fire and Building twenty-four (24) hours in advance to schedule all inspections. Such inspections include, excavation, underground plumbing, electric service, insulation, and fire stopping.

Occupancy/Life Safety Inspection

The Building Inspector and Fire Chief do a walk through inspection of the building to make sure everything is in order before opening the business to the public. Request must be made several days in advance to the Building Department.

Sign Inspection

The Building Department/Zoning Administrator or his or her designee may inspect each sign or other advertising structure regulated by the Village Code. The purpose of the inspection is to determine whether the structure is secure, whether it is need of repair or removal, whether it was constructed in conformance with the permit application or if it is otherwise in violation of the Village Code.

Cook County Department of Public Health Inspection

If your business is a restaurant or involves food service or preparation, the Cook County Department of Public Health will also need to conduct a final inspection in order for the business to obtain a certificate of occupancy and business license. The County will also conduct semiannual health inspections to ensure that conditions are sanitary and suitable for food safety. Please contact the Cook County Department of Public Health for more information on these inspections.

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Final Inspection & Business Licenses

Final Inspection

Upon completion of the building or structure and before the issuance of the certificate of use and occupancy, a final inspection must be made. During the final inspection all violations of the approved plans and permits, and the permit holder will be notified of the discrepancies.

Business License

A business license is required for all businesses located in the Village, except those that are licensed by the State of Illinois which do not require a Village license as stated in the Village Code. Examples of these types of businesses include: insurance brokers, dentist and doctor's office. As with any license or permit, confirm your business' individual requirements with the Administration Department.

All annual licenses end on the last day of the calendar year. You must renew your business license before January 31st or a penalty will be imposed.

The Administration Department will mail a statement prior to the expiration of the license to all licensees of the Village. If it is an annual license, the notice will be mailed at least three weeks prior to the date of the expiration. Even upon failure of the Village to send this notice, the licensee will be held accountable for the license's expiration.

Business Resource Guide ***Liquor & Tobacco Licenses***

Liquor License

In order to allow the retail sale of beer, wine, and/or alcoholic liquor in the Village businesses are required to obtain a liquor license from the Administration Department. Applications for a liquor license may be picked up at Village Hall or downloaded from the Village's website. Liquor license fees vary depending on the type of alcohol and the location of consumption.

Liquor License Classifications	
Class A	Beer and Wine in package only
Class B	Beer and Wine in original package or for consumption on premises
Class C	Alcoholic liquor in original package only
Class D	Alcoholic liquor for consumption on the premises only
Class E	Retail sale or dispensing of alcoholic liquor on a temporary basis on premises during a special event
Class F	Retail sale of alcoholic liquor, not for consumption on premises
Class G	Retail sale of alcoholic liquor for consumption on the premises of retirement community

Tobacco License

The tobacco license application may be obtained at Village Hall or on the Village's website.

Refuse Removal

Commercial solid waste and recycling pick up is arranged individually by each business. In the Village of La Grange Park, it is unlawful to engage in the business of scavenger or the collection or disposal of animal, human, or vegetable refuse or offal without having first secured a license therefore.

A scavenger is defined as any person, firm, or corporation engaged in the removal of solid waste, compostable materials and/or recyclable material from any location within the village. This includes, but is not limited to, businesses or individuals that provide dumpsters for construction sites.

A current list of licensed scavengers may be obtained by calling Village Hall or visiting the Village's website.

Utilities

When a new owner or tenant moves into a business, they must contact the Administration Department in order to provide the Village with the new customer's phone number and billing information. The water meters in La Grange Park are read using a wireless radio transmitter located on the outside of the building.

In addition, any changes in billing names or addresses, arrangements for final readings, and water bill or service questions should be directed to the Administration Department with one weeks' notice.

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Property Maintenance Obligations

Businesses are required to maintain a clean and sanitary appearance.

This means:

- Exteriors must be free of rubbish
- Trash cans and dumpster must be secured
- All entrances must be free of obstructions
- All fences, signage, etc. must be maintained in good condition

Business are not permitted to have:

- Broken or cracked windows
- Deteriorated parking lots, facades, sign, etc.
- Tall grass
- Pot holes
- Awning tears
- Soffit damage

Annual testing is required for:

- Exit/emergency lifts
- Fire extinguishers
- Fire alarms & sprinklers
- Backflow prevention devices
- Cooking fire suppression systems (bi-annual)

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New Business Checklist

- Contact the Assistant Village Manager at (708) 354-0225 to obtain a listing of vacant and available properties in the Village.
- Contact the Building Department to discuss the necessary plans required for your building project.
- Schedule the Occupancy/Life Safety inspection with the Building and Fire Departments.
- Apply for a certificate of occupancy.
- Apply for building and sign permits.
- Contact the Building Department to schedule the Inspections.
- Upon completion of the work, schedule a final inspection or if no work was done, schedule occupancy/life safety inspection.
- If your business is in the food service industry, contact the Cook County Department of Public Health to schedule final inspection in order for the business to obtain a certificate of occupancy and business license.
- Apply for a business license.
- If you are a new owner or tenant of the business, contact the Administration Department in order to provide the Village with the business' contact information for utility billing.
- Secure a waste removal scavenger service who has been licensed in the Village.
- Contact the La Grange Park Chamber of Commerce for opportunities to promote your business.

Village of La Grange Park

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Contact Information

Village Hall

(Administration, Building, Fire & Police)

447 N. Catherine
La Grange Park, IL 60526
Phone: (708) 354-0225
Fax: (708) 354-0241
www.lagrangepark.org

Public Works Department

937 Barnsdale Road
La Grange Park, Illinois 60526
Phone: (708) 352-2922 Extension 100
Hours: 7:00 a.m. to 3:30 p.m. Monday - Friday
After Hours: (708) 352-2151

Village Manager

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