

OFF TO A GOOD START



What every new Clarendon Hills business owner needs to know

**A guide for new businesses in the
Village of Clarendon Hills**

OFF TO A GOOD START:

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The Village of Clarendon Hills heartily welcomes your new business to our community. We take great pride in our corporate citizens, which offer a wide range of business and professional services to our residents and the community at-large. The Village seeks to make your operations here both pleasant and prosperous. If there are any ways in which we can help you succeed, please contact us for assistance.

This brochure is intended to provide an overview of the steps needed to open a wide range of business types in Clarendon Hills. Your business may not be required to go through all of these processes. We have provided the contact phone numbers necessary to accomplish the various approvals. As a general contact for new businesses, you may contact the Community Development Director, who is charged with the economic development, planning, zoning, building and code enforcement roles for the Village. The phone number is 630-323-3500 extension 11.

The Village has also appointed an Economic Development Committee, composed of local residents and business persons, who work to enhance the business community. For more information on the services and programs of this Committee, please contact the Community Development Director.

The Clarendon Hills Chamber of Commerce is an organization comprised of members of the local business community. They work cooperatively to further the interests of the business community and the Village as a whole. For more information on the Chamber, you may call them at: 630-734-3655, or write them at: P.O. Box 75, Clarendon Hills, Illinois 60514.

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Below is a summary of items that are or may be needed to start a business in the Village of Clarendon Hills. See the various sections of this brochure for more detailed information about each item. Your may use this page as a checklist as you prepare to open your business here.

Alarm System Permits - Required for all automatic signaling devices designed to send signals of detection of fire, smoke, medical alert, unauthorized intrusions or hold-up. *Page 3*

Building Permit - Required for most new construction, additions, or remodeling, to ensure building is in compliance with various building and fire codes. *Page 4*

Business License - Required annually for all persons, firms, or corporations doing business in the Village of Clarendon Hills. *Page 5*

Certificate of Occupancy - Required prior to occupying any new building or an addition or remodeling of an existing building. Also required before any new use occupies an existing building or vacant land to ensure use complies with building, zoning and fire codes. *Page 6*

Downtown Parking Permits - Required in order for employees to park in otherwise time-limited downtown public parking spaces. *Page 7*

DuPage County Health Department Permit - Required for any food sales or service operation. *Page 8*

Home Occupation License - Required annually for all persons conducting permitted occupations in their principal residence. *Page 9*

Plan Commission/Zoning Board of Appeals Hearing - Required when a proposed building or use seeks relief from current zoning provisions. *Page 10*

Sign Permit - Required in order to install any new ground or wall sign. *Page 11*

Vehicle Licenses - Required for all residential and business vehicles kept within the Village. *Page 12*

Water Billing & Utility Notification - Required whenever a new firm occupies its new place of business. Water meters are read through the business' phone line. *Page 13*

Questions?? - For more information about doing business in Clarendon Hills, please feel free to contact the Community Development Department at (630) 323-3500 extension 11.

BUILDING PERMITS

Requirements

All structures in Clarendon Hills are regulated by a building code designed to ensure certain minimum standards of construction quality are maintained. The Village Board of Trustees has adopted the following codes applicable to commercial structures: the Building Officials and Code Administrators (BOCA) Building Code, the National Fire Protection Association (NFPA) National Electrical Code, the NFPA Life Safety Code, the Illinois State Plumbing Code, the International Mechanical Code, and the BOCA Property Maintenance Code.

Permits and inspections are required for new construction, demolitions, additions, structural alterations and most remodeling projects. Electrical and plumbing work requires permits. Among other work requiring permits are: construction of accessory buildings, installation of in-ground sprinklers and signs (see SIGN PERMITS section), and installation or replacement of central air conditioners, water heaters, or driveways.

Examples of work generally not requiring a permit are:

- interior redecorating without structural, electrical or plumbing work
- roof repairs or re-roofing
- maintenance and repair of existing building elements

Permits are also required for work in streets or parkways. Those permits include street openings, street occupations, new or reconfigured driveways, sidewalk installation and utility work.

Procedures

Applications for building permits are available through and must be submitted to the Community Development Department. The applications must be accompanied by floor plans, building elevations, and other plans based upon the type of work proposed. Application checklists are available from the Department for all major types of permits.

The plans will be reviewed by the Village's plan reviewer, Fire Department and, where necessary, engineer or other specialists, for compliance with the building, zoning and other codes. The time it takes to review the application varies depending on the complexity of the project, the completeness of the application and plans, and the time of the year.

When the plans are in compliance with Village codes, the applicant may pay the permit fees and the permit will be issued. Once the work begins under the permit, the applicant must call the Department to schedule required, on-site inspections at the appropriate times. A list of required inspections is available from the Department. All inspections must be completed and approved BEFORE a certificate of occupancy is issued and no structure may be occupied or used without the certificate. After a final certificate of occupancy is issued, all construction deposits may be returned to the applicant.

Contacts for more information: Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

BUSINESS LICENSE

Requirements

Clarendon Hills requires anyone operating a business in any building in the Village to apply for an annual business license from the Director of Finance and pay a fee based upon the following fee schedule:

Basic Business (under 1,000 square feet of floor area)	\$ 30.00
Basic Business (between 1,000 and 5,000 square feet of floor area)	\$ 45.00
Basic Business (over 5,000 square feet of floor area)	\$ 75.00
Hotel or Motel	\$100.00

Business license application forms require the provision of information regarding the business, including important emergency response information, which will be shared with the Police and Fire Departments.

Prior to issuance of a business license for a new business, or a business which has changed locations, a Certificate of Occupancy is required (see section on Certificates of Occupancy). The Finance Department will only issue a new business license after compliance with building, zoning and fire codes has been established.

Contacts for more information: Finance Department phone 630-323-3500
Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

CERTIFICATE OF OCCUPANCY

Requirements

Certificates of occupancy are required prior to any physical occupation of a building. Any new business or business which changes locations within the Village of Clarendon Hills must obtain a certificate of occupancy. Certificates of occupancy are also required whenever a building permit is issued for new construction, or an addition or remodeling of an existing structure. They are necessary to ensure compliance with appropriate building, zoning and fire codes.

A certificate of occupancy is provided as part of the building permit process after the completion of all required inspections. The fee for the certificate is included in the permit fee.

In order to obtain a certificate of occupancy for an existing building with no construction activity, the new business representative must fill out an application for a certificate and pay a fee of \$15.00 to the Community Development Department. Inspections of the building space by the Fire and Community Development Departments will be scheduled.

Upon approval of all required inspections, a certificate of occupancy will be granted. This is a condition that must be met in order to obtain a business license.

Contacts for more information: Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

DOWNTOWN PARKING PERMITS

Requirements

Since on-street parking in the Central Business District (CBD) is generally limited to two-hour periods, the Village has created a “blue-dot” parking permit for employees in the CBD. Purchase of a semi-annual CBD Employee Parking permit entitles the employee to park all day in certain parking spaces posted with blue dots. There is a limit of *seven (7)* Employee Parking permits allowed per business in the CBD.

CBD Employee Parking permits may be purchased from the Village Manager’s office.

Contacts for more information: Village Manager’s Office phone 630-323-3500 x 19
1 N. Prospect Avenue (downstairs entrance)
Clarendon Hills, Illinois 60514

DU PAGE COUNTY HEALTH DEPARTMENT PERMIT

Requirements

Establishments that plan to prepare, serve or sell food must apply for approval and certification from the Environmental Health Division of the DuPage County Health Department at its Southeast Area Public Health Center, at 422 N. Cass Avenue in Westmont. The Department offers the following general overview of the review process:

- 1) Contact the Health Department for a copy of the Construction and Design Manual, the plan review form, and any questions.
- 2) Submit a set of building plans, the completed application, a copy of the proposed menu and the plan review fee.
- 3) Plans are reviewed by the Chain Store Construction Coordinator or the area Sanitarian.
- 4) Supply any additional information or changes resulting from the plan review.
- 5) Upon approval, comply with all conditions and inspections required.
- 6) Schedule Health Department inspections at four stages: Plumbing Rough-in, Pre-Final/Pre-Open (Stocking), Construction Final, and Operations Opening.

Appropriate DuPage County Health Department approvals will be required prior to issuance of a certificate of occupancy by the Community Development Department.

Contacts for more information: Southeast Public Health Center phone 630-969-7030
Environmental Health Division
DuPage County Health Department
422 N. Cass Avenue
Westmont, Illinois 60559

HOME OCCUPATION LICENSE

Requirements

Clarendon Hills requires anyone operating an occupation from their home in the Village to apply for an annual home occupation license from the Director of Finance and pay a fee in the amount of \$15.00.

Home occupation license application forms require the provision of information regarding the home occupation, including compliance with limitations on the size, location, use and intensity of the operations. The home occupation must meet the following standards:

- 1) It shall be conducted exclusively within the principal structure (not in the garage, outbuildings or outside),
- 2) No alteration shall be made to alter the residential character of the dwelling, including utility service upgrades or separate entrances),
- 3) The home occupation must be an accessory use to the use as a dwelling and shall not occupy more than one room or 400 square feet of the dwelling,
- 4) Only family members who reside in the dwelling as their principal residence may work within the dwelling,
- 5) No signs, displays or other indication of the home occupation are permitted outside the dwelling or on vehicles utilized with the home occupation,
- 6) No more than two client vehicles may be parked in the driveway, and parking related to the home occupation is not permitted on Village streets.
- 7) No nuisances are permitted from the home occupation, including noise, obnoxious odors, vibrations, glare fumes or electrical interference detectable outside the dwelling,
- 8) Retail, rental, manufacturing or repair business are prohibited as home occupations, and
- 9) An annual Home Occupation license is required from the Village.

The Finance Department will only issue a new business license after compliance with these standards has been established.

Contacts for more information: Finance Department phone 630-323-3500
Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

PLAN COMMISSION/ZONING BOARD OF APPEALS HEARING

Requirements

When a proposed building or a use for an existing building is not otherwise permitted by the current zoning classification for the property, the owner or its agent can petition the combined Plan Commission/Zoning Board of Appeals (PC/ZBA) for relief. The PC/ZBA hears requests for the following types of cases:

- 1) Map Amendments (Rezoning) to change the zoning category of a property
- 2) Variations to seek relief from a specific standard of the Zoning Ordinance
- 3) Special Use Permits for approval of a use classified as a special use
- 4) Planned Unit Developments for certain mixed use and/or multi-building developments
- 5) Appeals to appeal a determination of the Zoning Official
- 6) Text Amendments to change the provisions of the Zoning Ordinance
- 7) Subdivisions to create new lots of record

Applications and procedure sheets for these types of cases are all available from the Community Development Department. A fee, a cost recovery deposit and all required items must be filed prior to scheduling the case for PC/ZBA consideration.

The first six items listed require that a PC/ZBA public hearing be held, with notice published in the newspaper and mailed to adjoining property owners 15 - 30 days prior to the hearing date. The PC/ZBA meets on the third (3rd) Thursday of the month. Applications for a hearing must be made at least 30 days prior to the PC/ZBA hearing date.

The applicant will be expected to make a presentation of their case before the PC/ZBA. In public hearings, members of the audience can offer testimony either for or against the proposal. After the public hearing (if required) is closed, the PC/ZBA will deliberate on the petition. For variances and appeals, the PC/ZBA will make a final decision. On the remaining matters, the forward a recommendation to the Village Board.

The Village Board will take up consideration of the case at a later meeting. The Village Board may approve, approve with conditions, or deny the case. Final approval, if granted, will take the form of a resolution or ordinance. Cases that require adoption of an ordinance must be considered at two meetings of the Village Board.

Contacts for more information: Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

SIGN PERMIT

Requirements

Installation of any new ground or wall sign for a business requires application for and issuance of a sign permit. To install means to erect, construct, enlarge, move or convert a sign. This includes certain temporary signs, such as banners. Normal maintenance or repair of a sign does not require a permit, if the structure or dimensions of the sign are not modified. Any specific questions as to whether a sign permit is needed should be directed to the Community Development Department.

The permitted types, sizes, number and location of signs vary by zoning district within Clarendon Hills. This information is available in the Zoning Ordinance and from the Community Development Department.

Application for a sign permit entails submittal of a building permit application, fees based on the size of the sign, and scaled drawings of the proposed sign. Since the size and mounting height of wall signs is based upon the size of the building face upon which it is placed, a scaled elevation drawing of the building face (elevation) showing the proposed location of the sign, is required for a wall sign. All proposed electrical and lighting specifications must also be provided.

Upon approval of the application and plans by the Village's plan reviewer, fees will be determined and the permit may be issued. An inspection of the sign by the building inspector (and by the electrical inspector, if electrical work is involved) will be required prior to final approval of the installed sign.

Contacts for more information: Community Development Dept. phone 630-323-3500 x 6
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

VEHICLE LICENSES

Requirements

Every owner or operator of a motor vehicle who resides within the Village, or who keeps a motor vehicle within the Village when it is not in use, must obtain from the Village an annual vehicle license. Motor vehicles requiring a license include all vehicles used on any public street or highway within the Village as well as all vehicles which are not in use but which are kept or stored within the Village.

Licenses are effective for a twelve month period running from July 1 through June 30. They may be purchased after June 1 of each year for the following twelve month period. Stickers will be issued upon completion of the form and payment of the license fee.

Annual vehicle license fees are:

Passenger car	\$ 25.00
Motorcycle	\$ 15.00
Motorized pedacycle	\$ 15.00
Class B (8000 lb and less)	\$ 35.00
Class D thru F (8001 to 16000 lb)	\$ 55.00
Class H thru P (16001 to 45000 lb)	\$ 85.00
Class Q thru V (45001 to 73280 lb)	\$145.00

Licenses may be obtained at either the Police Department or Village Hall from the Finance Department.

Contacts for more information:

Police Department phone 630-323-2153
201 Burlington Avenue
Clarendon Hills, Illinois 60514

Finance Department phone 630-323-3500 x 7
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

WATER BILLING & UTILITY NOTIFICATION

Requirements

Starting in the summer of 2000, the new water meters in Clarendon Hills are read using a wireless radio transmitter located on the outside of the building. When a new owner or tenant moves into a home or business, the new owner or tenant must contact the Water Billing office in the Finance Department in order to provide the Village with the new customer's phone number and billing information.

In addition, any changes in billing names or addresses, arrangements for final readings and water bill or service questions should be directed to the Water Billing office.

Please note that the sanitary sewers in the Village are owned and operated by a separate unit of government--the Hinsdale Sanitary District. The Sanitary District will send its own bills and must be notified separately of the new name and address for billing purposes.

Commercial solid waste and recycling pick-up is arranged individually by each business. You may call the Village Manager's office for a list of scavenger services licensed to operate in the Village.

<i>Contacts for more information:</i>	Water Billing/Finance Dept. 1 N. Prospect Avenue (upstairs entrance) Clarendon Hills, Illinois 60514	phone 630-323-3500 x 7
	Hinsdale Sanitary District P.O. Box 179 Hinsdale, IL 60522-0179	phone 630-323-3299
	Northern Illinois Gas Company	phone 630-629-4000
	ComEd Electric Company	phone 800-334-7661
	Ameritech (local telephone)	see Telephone Book
	AT&T Cable Television	phone 630-716-2000
	Village Manager's Office 1 N. Prospect Avenue (downstairs entrance) Clarendon Hills, Illinois 60514	phone 630-323-3500 x 9