



Welcome!



What every new Clarendon Hills business owner needs to know

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

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 630-286-5412. The department's e-mail address is building@clarendonhills.us. Most of the forms mentioned in this brochure, as well as Village Codes and other information, are accessible from the Village's website: www.clarendonhills.us.

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

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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.

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Building Permit - Required for most new construction, additions, or remodeling, to ensure building is in compliance with various building and fire codes. *Page 5*

Business License - Required annually for all persons, firms, or corporations doing business in the Village of Clarendon Hills. *Page 6*

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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 15*

Questions? For more information about doing business in Clarendon Hills, please feel free to contact the Community Development Department at (630) 286-5412.

ALARM SYSTEM PERMITS

A permit is required to install, operate or maintain an automatic signaling device that provides notice of detection of fire, smoke, medical alert, unauthorized intrusions or hold-up. Both local alarm systems and alarm systems directly connected to the Village's monitoring system require a permit.

Application for permits shall be filed with the Police Chief or Fire Chief, depending upon the type of alarm system. Forms and submittal requirements are available from the respective departments. Each alarm system is subject to a one-time permit fee.

<i>Contacts for more information:</i>	Chief of Police 448 Park Avenue Clarendon Hills, Illinois 60514	phone 630-286-5460
	Fire Chief 316 Park Avenue Clarendon Hills, Illinois 60514	phone 630-286-5430

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: International Code Council (ICC) International Building Code, the National Fire Protection Association (NFPA) National Electrical Code, the NFPA Life Safety Code, the Illinois State Plumbing Code, the ICC International Mechanical Code, the ICC International Fire Code, and the ICC International Property Maintenance Code, all with local amendments.

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, parking lots 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 forms and checklists are available from the Department or on the Village website 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 630-286-5410
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 and pay a fee based upon the following fee schedule (please note that these fees were effective May 1, 2011 through April 30, 2012, and usually change on May 1 annually):

Basic Business (under 1,000 square feet of floor area)	\$ 50.00
Basic Business (between 1,000 and 5,000 square feet of floor area)	\$ 70.00
Basic Business (over 5,000 square feet of floor area)	\$110.00
Hotel or Motel	\$115.00 + \$21 per room

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. Application forms are available in the Village Hall office or on the Village website.

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 630-286-5411
Community Development Dept.	phone 630-286-5410
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 to the Community Development Department. Use the Building Permit application form, available in the Village office or on the Village website, to apply for a certificate of occupancy. 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.

<i>Contacts for more information:</i>	Community Development Dept. 1 N. Prospect Avenue (upstairs entrance) Clarendon Hills, Illinois 60514	phone 630-286-5410
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DOWNTOWN DESIGN REVIEW

The primary goal of the proposed downtown design review ordinance is to promote the use of high-quality architecture, design diversity and quality building materials as the downtown undergoes a period of major redevelopment.

Requirements: Any modification to the exterior of a property in the Central Business District must be approved for consistency with the Downtown Design Review Guidelines. Any property located within the Downtown Design Review Overlay District is affected by this requirement. This includes all the commercial, institutional, mixed use and multi-family residential buildings located along Prospect, Burlington, Park, Railroad and Walker Avenues, as well as Ann Street.

The downtown design review provisions categorize the types of improvements that are subject to design review and the bodies that would perform the reviews and hear appeals. The ordinance classifies exterior changes to properties into three levels:

Level 1 (minor) changes may be approved by staff. Examples include minor modifications to the exterior of an existing building including: painting; installation of awnings, signs, shutters; replacement of existing windows, doors, roofing, plant materials, paving, coping, gutters, downspouts, and trim carpentry with like materials; repairs and general maintenance.

Level 2 (moderate) changes may be approved by the Design Review Commission (DRC). Examples include significant modifications to the exterior of an existing building such as construction of new, or removal or modification of existing, window or door openings in existing buildings; application of different surface materials to existing buildings or structures (except for surfacing materials on existing flat roofs); removal of plant materials, paving, coping, gutters, downspouts and trim carpentry; installation of lighting, fencing, heating, ventilation and air conditioning equipment, garbage or recycling containers and associated screening.

Level 3 (major) changes must gain approval from the Village Board, after Design Review Commission recommendation. Construction of new buildings or structures; additions to existing buildings or structures; demolition of existing buildings or structures constitute these major changes.

One goal of the ordinance was not to unduly delay minor projects, so as to encourage regular maintenance and reinvestment. The Downtown Design Review Guidelines, approved by the Village Board and adopted as part of the ordinance, serve this purpose. The guidelines will serve as the basis for decision-making by staff and the DRC. Application forms and copies of the guidelines are available to any business or property owner in the Downtown that is considering making improvements.

Contacts for more information: Community Development Dept. phone 630-286-5412
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 signs with blue dots. There may be a limited number of Employee Parking permits allowed per business in the CBD.

CBD Employee Parking permits may be purchased from the Administration Department office.

Contacts for more information: Administration Department phone 630-286-5401
1 N. Prospect Avenue (downstairs entrance)
Clarendon Hills, Illinois 60514

DUPAGE 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 central office, at 111 N. County Farm Road in Wheaton. 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: Environmental Health Division phone 630-682-7979 x 7046
DuPage County Health Department
111 N. County Farm Road
Wheaton, Illinois 60187

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 and pay an annual fee.

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.

Home occupation application forms are available in the Village Hall office or on the Village website. The Finance Department will only issue a new business license after compliance with these standards has been established.

Contacts for more information:

Finance Department
Community Development Dept.
1 N. Prospect Avenue (upstairs entrance)
Clarendon Hills, Illinois 60514

phone 630-286-5411
phone 630-286-5410

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:

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|------------------------------|---|
| 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. Application forms and checklists are available in the Village Hall office or on the Village website.

<i>Contacts for more information:</i>	Community Development Dept. 1 N. Prospect Avenue (upstairs entrance) Clarendon Hills, Illinois 60514	phone 630-286-5412
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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. The building permit application, available in the Village Hall office or on the Village website, is used for sign permit requests.

Contacts for more information: Community Development Dept. phone 630-286-5410
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	\$ 40.00
Motorcycle	\$ 30.00
Motorized pedacycle	\$ 30.00
Class B (8000 lb and less)	\$ 50.00
Class D thru F (8001 to 16000 lb)	\$ 70.00
Class H thru P (16001 to 45000 lb)	\$100.00
Class Q thru V (45001 to 73280 lb)	\$160.00

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

<i>Contacts for more information:</i>	Police Department 448 Park Avenue Clarendon Hills, Illinois 60514	phone 630-286-5460
	Finance Department 1 N. Prospect Avenue (upstairs entrance) Clarendon Hills, Illinois 60514	phone 630-286-5411

WATER BILLING & UTILITY NOTIFICATION

Requirements

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. The water meters in Clarendon Hills 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 Water Billing office.

Please note that the sanitary sewers in the Village are owned and operated by a separate unit of government--the Flagg Creek Water Reclamation District. The 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 630-286-5416
	Flagg Creek Water Reclamation Dist. 7001 Frontage Road Burr Ridge, IL 60527	phone 630-323-3299
	NICOR Gas Company	phone 630-629-4000
	ComEd Electric Company	phone 800-334-7661
	AT&T (local telephone & U-Verse) (or other local phone provider: see Telephone Book)	phone 800-244-4444
	Comcast Cable Television (Xfinity)	phone 630-716-2000
	Village Manager's Office 1 N. Prospect Avenue (downstairs entrance) Clarendon Hills, Illinois 60514	phone 630-286-5401