

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

## NEW BUSINESS WORKSHEET

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_ **South Elgin, IL 60177**

### BUSINESS INFORMATION

Common Business Name: \_\_\_\_\_

Corporate Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### BUSINESS OWNER INFORMATION

Business Owner's Name: \_\_\_\_\_

Business Owner's Address: \_\_\_\_\_

Business Owner's Email: \_\_\_\_\_

Business Owner's Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### ADDITIONAL INFORMATION

Applicant (check):  Property Owner  Contractor  Tenant  Other: \_\_\_\_\_

I have read & understand the attached process detail. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

For Office Use Only

Submittal Checklist:  Application Complete  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# NEW BUSINESS WORKSHEET

## BUSINESS DETAILS

1. Has the unit/building been vacant for more than 60 Days?       Yes       No       Unknown
2. Type of proposed business (be specific: indicate type of services provided/products sold or made): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Proposed occupancy date: \_\_\_\_\_ 5. Square footage of business: \_\_\_\_\_
6. Number of parking spaces: \_\_\_\_\_

## ADDITIONAL LICENSES

7. Will the proposed business sell tobacco or alcohol?       Yes       No
8. Will the proposed business sell secondhand items (resale)?       Yes       No
9. Will the proposed business have coin-in-slot amusement devices?       Yes       No

**If you answered yes to any of questions 7-9, a license is required. Contact the Administration Department at 847-742-5780 regarding alcohol and coin-in-slot amusement device licenses. Contact the Police Department at 847-741-2151 regarding tobacco and secondhand store licenses.**

## SIGNAGE DETAILS

10. Will you be replacing exterior signage for the business?       Yes       No
11. Will you have temporary signage?       Yes       No

**A permit is required for temporary and permanent signs. Submit a Sign Permit Application or Temporary Sign Permit Application for all proposed signage.**

## CONSTRUCTION DETAILS

12. Will you be making any alterations to the electrical system?       Yes       No
13. Will you be making any alterations to the plumbing system?       Yes       No
14. Will you be completing any other alterations, such as moving or adding walls or doors?       Yes       No

**A building permit is required for nonresidential alterations. Submit a Nonresidential Building Permit if you selected yes to any of questions 12-14.**

## PROCESS DETAILS

**Step 1:** Submit the New Business Worksheet. For any questions regarding this worksheet, contact the Community Development at 847-741-3894.

**Step 2:** Pay the \$100 application fee and contact the Community Development Department to schedule a Property Maintenance Inspection. At the Property Maintenance Inspection, the inspector will verify code compliance of address numbers, gas/electric meters addressed, process ventilation, plumbing leaks, heating, electrical panel labeled, lighting fixtures, unobstructed path of travel, handrails/guardrails, emergency escape(s), electrical system hazards, process waste disposal, individual water meter, individual RPZ, fire resistance rated construction, and hazard group.

**Step 3:** Receive approvals from the following:

- A. **Building Approval:** Passed Property Maintenance Inspection, all required Permits have been completed.
- B. **Zoning Approval:** Verification that the use is allowed in the proposed location.
- C. **Finance Approval:** Verification that all outstanding balances have been paid (e.g. water/sewer bills).
- D. **Public Works Approval:** Verification of individual water meter and individual RPZ. (51.33)
- E. **South Elgin & Countryside Fire District (847-531-8641):** Passed Safety Inspection.
- F. **Kane County Health Department (630-208-3801):** Passed health inspections, for food only.
- G. **FRWRD Permit Approval (847-742-2068):** Receive permit from Fox River Water Reclamation District.

*\*Note: Approvals for A-E will be handled by the Community Development Department. Contact all others directly.*

**Step 4:** Receive Certificate of Occupancy and may now open your business. Welcome to South Elgin!