

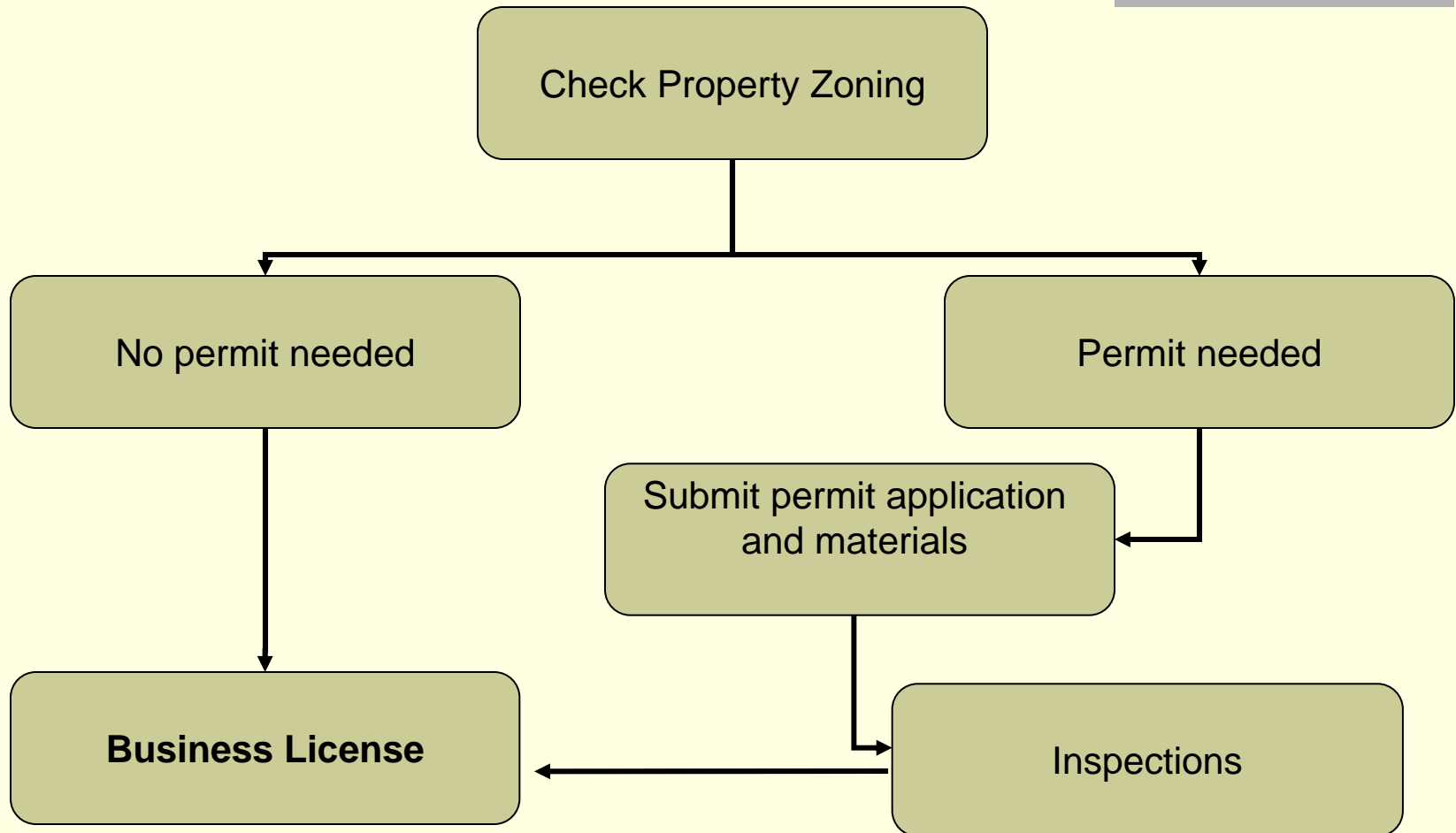


# Opening & Expanding Your Business in Mount Prospect

Village of Mount Prospect  
August 5, 2010

Consuelo Andrade, Development Review Planner  
Jasmine Hernandez, Property Maintenance Inspector

# Procedure



# Available Sites

- Database of retail, commercial, office and industrial properties in Mount Prospect
- List on Mount Prospect's website

**Village of Mount Prospect**  
*Where Friendliness is a Way of Life*

[Browse Communities](#) | [Property Search](#) | [Download](#) | [Print Page](#)

[View My Properties List](#)

Your Search Criteria  
[Refine Search >>](#)

Sorting and Filtering  
Filter:   
Sort:   
 Descending order.

Pages: 1 2 3 4 5 6 7 8 9 > Items 1 to 10 of 85

Property Name	Address	Location	Details
<a href="#">Algonquin - 1400 (Briarwood Business Center)</a>	1400 Algonquin Rd. Mount Prospect, IL 60056	Mount Prospect, IL	Airport: 9.2 mi Interstate: 1 mi <a href="#">More photos</a> <a href="#">Radii Maps</a> <a href="#">More details &gt;&gt;</a> <a href="#">Print Brochure</a>
<a href="#">Algonquin Road (W.) - 500</a>	500 W. Algonquin Road	Mount Prospect, IL	

Map: [Expand Map](#) | [Print Map](#)  
Map | Satellite | Hybrid | Terrain


# Zoning

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- What is the zoning of the property?
  - 5 Commercial Districts
    - Permitted and Conditional Uses
- Is the use permitted in zoning district?
  - Land Use Table
- What are the parking requirements?
  - Use
  - Square Footage
  - Employees and/or number of seats

# Permits

- When do you need a permit?
  - Moving/adding walls, electricity, water, gas, or plumbing
- Contractors License
- Inspections checklist on permit
- Resources
  - Online information
  - In-person meetings
  - Email  
building@mountprospect.org

 VILLAGE OF MOUNT PROSPECT  
50 SOUTH EMERSON STREET  
MOUNT PROSPECT, IL 60056  
(847) 870-5675 phone  
(847) 870-6620 fax

2010  
CONTRACTOR LICENSE APPLICATION

**FOR VILLAGE USE:**  
\_\_\_\_ NEW CONTRACTOR  
\_\_\_\_ EXISTING/RENEWAL  
LICENSE # \_\_\_\_\_  
DATE ISSUED \_\_\_\_/\_\_\_\_/\_\_\_\_  
FEE \$35.00  
STATE LICENSED PLUMBERS &  
ROOFERS PAY NO FEE  
AMOUNT PAID \$ \_\_\_\_\_  
CHECK # \_\_\_\_\_  
Drivers License Attached?  
 YES  NO  N/A  
State License Attached?  
 YES  NO  N/A  
State Bond Attached?  
 YES  NO  N/A  
City Reg. Attached?  
 YES  NO  N/A

**INSTRUCTIONS:**  
Please Type or Print clearly and complete  
ALL portions of the application

Business Legal Name \_\_\_\_\_  
Doing Business As (Common Name) \_\_\_\_\_  
Business Address (PO Box not acceptable) \_\_\_\_\_ (opt/ins) \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Billing Address (If Different Than Above) \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_  
Business Email \_\_\_\_\_

**Type of Contractor (check one):**  Alarm  General  Landscape  Plumbing  Signs  Electrical  HVAC  
 Masonry  Roofer  Other \_\_\_\_\_

**Plumbers, Roofers, Alarm, and Sprinkler Contractors MUST attach a copy of your State License!** (Plumbers 058 Number)  
State Registration Number \_\_\_\_\_ (ATTACH COPIES)

**Plumbers MUST also provide a copy of their current State Bond!** (055 Number)  
State Bond Number \_\_\_\_\_ (ATTACH COPY)

**Electricians MUST provide a copy of a current City Registration!** (ATTACH COPY)

**OWNERSHIP TYPE AND CONTACT INFORMATION** (Physical Address must be used, a Post Office Box is not acceptable)

If Sole Ownership, list information for the sole owner/operator and provide Drivers License Number  
Drivers License Number \_\_\_\_\_ (Must attach copy of State Issued Identification)

If Corporation, list information for the President or Chief Financial Officer and provide Illinois Business Tax ID Number  
Illinois Business Tax ID Number \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Residence Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_  
Residence Phone \_\_\_\_\_ Email \_\_\_\_\_

-Please Complete and Sign Page 2-


# Construction & Build Out

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- Pre-submittal meeting with Building Division
- Building Requirements
  - 2006 International Building Code with local amendments
  - 2006 International Energy Code with local amendments
  - 2006 International Mechanical Code with local amendments
  - 2006 International Fuel Gas Code with local amendments
  - 2005 National Electric Code with local amendments
  - 2004 Illinois Plumbing Code

# Certificate of Occupancy

- Legal document
- Issued when:
  - Construction is complete
  - Inspections have been passed
- Only issued as part of a complete building permit

  
Village of Mount Prospect  
50 South Emerson Street Mount Prospect, IL 60056  
847-870-5675

**CERTIFICATE OF OCCUPANCY**  
2010-1234  
Building Permit Number

FOR Robert Smith  
123 Main Street, Mount Prospect, IL 60056  
Name and Address of Owner

AT 123 Main Street, Mount Prospect, IL 60056  
Street Address of Building Covered in this Permit

UPON 08-12-345-678-0000  
Real Estate Index Number

Has been satisfactorily completed and may be legally occupied for

Commercial Interior Remodel  
Single-family residence, multi-family residence, commercial or industrial

*It is unlawful to occupy or use this building, except as specified hereon.*

Dated August 1, 2010 The Village of Mount Prospect

By: William J. Cooney, AICP  
Director of Community Development

Conditions, if any:

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KEEP THIS CERTIFICATE WITH YOUR DEED AND OTHER VALUABLE PAPERS

# Restaurants

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- Health department requirements and inspections
  - Minimum of two inspections per year
  - Re-inspections as needed
  - Inspections are on a complaint basis
- Drive through require a conditional use permit
- Outdoor dining requires a separate permit

# Liquor Licenses

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- Annual liquor licenses
  - 45 day lead time
- Promotion Permits
  - Grand opening or anniversary party
  - Twice annually for 3-day max
  - Insurance Rider needed
- Caterer Permit

# Signs

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- What is permitted?
  - One per street frontage
- Height, size, location, design
  - Wall Sign - 10% of a building wall or 150 sq.ft.
  - Freestanding - Up to 12 ft. high and 75 sq.ft.
    - 5' setback requirement
  - Maximum number of items
- Permit required for each sign
  - Application and drawings

# Sign Example



# Business License

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- All businesses must have a business license or certificate
- Move/change ownership/expand business may trigger the need for updated business license
- Annual Fire inspections
- Health inspections: food/beverage

# Property Maintenance

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- All businesses must maintain the property at all times
- Dumpster lids must be closed at all times
- Dumpster lids should not have holes
- Dispose of rubbish/litter properly
- Weeds/grass must be maintained at all times below eight inches
- Exterminate all rodents and prevent re-infestation

# Publicity and Marketing

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- Experience Mount Prospect Programs
  - Free
    - E-newsletter
    - Website listing
    - Posters and window clings
    - Member card program
  - Paid
    - Cable channel business showcase
- Ribbon Cutting events with Press and Elected Officials



Questions?