

INTRODUCTION

The purpose of this hand-out is to provide a guide to businesses which need to obtain licenses, permits or zoning approvals from the Village of Niles. This guide will help businesses through the permit/license process. However, it is not a substitute for obtaining the required codes, regulations and application forms.

The Village of Niles is committed to attracting and retaining businesses. One way we show that commitment is to facilitate applications for permits, licenses and other Village approvals. This assistance should help you accurately budget time and resources with timely, thorough answers from the Village, before you commit resources to a project.

The Village codes, regulations, policies and requirements are designed to establish construction standards which provide for the general health, safety and welfare of the community. This booklet includes summaries of local requirements; however, this booklet should not be used in place of Village codes and ordinances.

The Village of Niles answers to your questions are just a phone call away. Community Development can help your business locate, relocate or expand in the Village of Niles. If you have specific, technical questions about local building codes, you can contact the Building Department at 847/588-8040.

RESOURCES FOR STARTING AND OPERATING A BUSINESS

CHOOSE A BUSINESS NAME

If you conduct a business in Illinois under an assumed name, file for a certificate with the county. Lists of current business names are available at:

Assumed Names
County Building
118 North Clark Street
Chicago, IL 60602
312/443-5652

INCORPORATE YOUR BUSINESS

Decide (with advise of an attorney) whether your business will be a Sole Proprietorship, Partnership, Limited Partnership or Corporation. If you establish a corporation or limited partnership, you must register with the State of Illinois at:

Secretary of State
69 West Washington Street
Chicago, IL 60602
312/793-3380

OBTAIN YOUR FEDERAL ID NUMBER

Corporations and partnerships require Federal Employer identification Numbers (FEIN). A Sole Proprietorship may be able to use its Social Security Number. You can obtain your FEIN at:

Federal Taxpayer Service
Federal Building (17th Floor)
230 South Dearborn
Chicago, IL 60601
800/829-1040

OBTAIN YOUR SALES TAX NUMBER

For New Sales Tax Numbers contact:

Illinois Department of Revenue
9511 West Harrison Avenue
Des Plaines, IL 60016
847/294-4200

SELECT A SITE AND CHECK ZONING

Most businesses are only allowed to operate in certain parts of the Village. Contact Community Development at 847/588-8040 to confirm that your business is allowed to operate at the site you have selected or to help you locate sites which are appropriate.

If you are going to enter into a lease agreement or a contract to purchase property for the purpose of operating a business, remember to include a contingency for Village of Niles zoning approvals and permits. Allow a minimum of four to six months from the time you submit your application for rezoning, special use permit and/or PUD's.

LICENSING AND PERMITS

Whether you are starting a new business or expanding/relocating an existing business, you must obtain a business license from the Village of Niles. Village staff are highly skilled professionals who are available to help you open and operate a safe/ successful business. To obtain or renew your business license:

CHECK THE ZONING:

Check the zoning of the property in which you wish to locate. Make sure that your type of business is a permitted use on the property prior to lease or purchase. Zoning maps are available at the Village Hall Finance Counter.

OBTAIN BUSINESS LICENSE /BUILDING PERMIT APPLICATIONS:

These applications can be obtained from:

Village of Niles
Community Development
1000 Civic Center Drive
Niles, IL 60714
847/588-8044
Email: kad@vniles.com

SCHEDULE INSPECTIONS:

Schedule any needed inspections with Community Development at 847/588-8040.

PAY THE LICENSE FEE:

You will pay your Business License Fee at the Finance Department. However, you are not allowed to operate your business until the business license and occupancy permit are issued. You can call Community Development to check on the status of the application.

Call the Building Department at: 847/588-8040 with any permit questions.

BUILDING OR EXPANDING:

If you are planning to build or expand a facility, special permits for design, construction, commercial/industrial zoning, occupancy or landscaping may be needed. Community Development can help you coordinate your construction project, and give you a quick, reliable answer to your question.

VILLAGE CODES AND BUILDING PERMITS

The Village adopts codes and ordinances to establish minimum standards to protect the general health, safety and welfare of all Village residents and businesses. The Village has adopted the following codes and ordinances relating to building projects:

- 2006 International Building Code w/ local amendments
- 2006 International 1 & 2 Family Dwelling Code w/ local amendments
- 2006 International Property Maintenance Code w/ local amendments
- 2006 International Fuel Gas Code
- 2006 International Mechanical Code w/ local amendments
- 2004 Illinois State Plumbing Code w/ local amendments
- 2006 International Plumbing Code
- 2005 National Electrical Code w/ local amendments
- 2006 international Fire Code w/ local amendments
- 1997 Illinois Accessibility Code



FREQUENTLY ASKED QUESTIONS

- Q. Is there information available on-line that indicates what businesses are permitted and which require a Special Use Permit?
- A. Yes, the information is available by a link from the web site labeled Zoning for B-1 and B-2 Zoning Districts.
- Q. Whom may I contact for Business License information?
- A. Business License Coordinator
847-588-8044

March 12-2012

Guide

BUSINESS LICENSING REGISTRATION



Village of Niles

Community Development Department
Business Licensing Division

Phone: 847/588- 8044

Fax: 847/588-8050

Email: kad@vniles.com