



## **Opening a Business in Park Ridge**

**City of Park Ridge  
505 Butler Place  
Park Ridge, IL 60068**

**Department of Community Preservation and Development  
847-318-5291**

# HOW TO DO BUSINESS IN PARK RIDGE

## How do I begin?

- 1.) Determine whether the location you have chosen is suitable and properly zoned for the business you want to open.
  - If not, you may need to appear before the Planning and Zoning Commission to request a special use permit or a text amendment to the Zoning Ordinance to allow your business in this location.
  - You may need to appear before the Zoning Board of Appeals if your location lacks sufficient parking to comply with the Zoning Ordinance or if you are constructing a new building and you cannot meet setback requirements.
- 2.) Will you need to remodel the space or build new?
  - If so, a Building Permit will be required.
  - A new building would also need approval from the Appearance Commission before a Building Permit could be issued.
  - When a new building is constructed or an addition constructed in the office or business districts, a site plan review is required before the Planning and Zoning Commission.
  - All restaurants must receive a site plan review from the Planning and Zoning Commission.
  - Decorating such as painting, carpeting, or replacing plumbing or electrical fixtures do not require a Building Permit.
- 3.) Is your business regulated by the Health Authority?
  - The Health Authority will review the building permit applications of Health Regulated businesses for compliance with Health Regulations. Ensure that the information needed for a Health Review is submitted with your Building Permit Application. After completion, the Health Authority will inspect your establishment before issuing a Health Permit or Business License.
- 4.) Does your business include the sale of alcoholic beverages?
  - If so, a Liquor License will be required.
- 5.) Will you be installing a sign to advertise your business?
  - If so, you will need to present your proposed sign to the Appearance Commission before applying for a Building Permit to erect a sign.
- 6.) Will you be installing an alarm system?
  - If so, you must register your alarm with the Police Department.
- 7.) How do you obtain a City License?
  - The environmental health division issues business licenses and health permits.

## BUSINESS LICENSURE

The City licenses businesses in order to protect public health and safety through tracking businesses and through periodic inspections for compliance with Health, Fire and Building Regulations. Licensure provides the City with the ability to close a business that poses a threat to health or safety, poses a public nuisance or commits criminal acts.

All businesses that are operating within the City limits must have a license issued by the City of Park Ridge. This includes any business that provides services such as building contractors or any other firm or individual that provides services to residents. All commercial establishments in Park Ridge including religious or governmental institutions, the premises used by any state licensed profession or occupation and home-based businesses must be licensed with the City. Please note that religious or governmental institutions are exempt from the license fees. Home-based businesses must comply with the Home Occupations regulations in the Zoning Ordinance (see Zoning Issues page 4).

Separate Licenses are required for alarm systems, liquor licenses, vending machines, coin operated amusement devices and the sale of tobacco products.

Applications for licensure for commercial businesses and for those businesses that provide services are available in the Department of Community Preservation and Development. Alarm system permit applications are available in the Police Department. Liquor license applications are obtained from the City Managers Office.

<b>ANNUAL LICENSE FEE SCHEDULE</b>				
<b>SIZE</b>	<b>Type of Establishment</b>			
<b>Area - Square Feet</b>	<b>Food</b>	<b>Service</b>	<b>Retail</b>	<b>Professional and all other</b>
<b>0-1,000 sqft</b>	<b>\$105.00</b>	<b>\$75.00</b>	<b>\$50.00</b>	<b>\$25.00</b>
<b>1000-5000 sqft</b>	<b>\$175.00</b>	<b>\$100.00</b>	<b>\$75.00</b>	<b>\$45.00</b>
<b>5000-10,000 sqft</b>	<b>\$250.00</b>	<b>\$150.00</b>	<b>\$100.00</b>	<b>\$65.00</b>
<b>5000-10,000 sqft</b>	<b>\$350.00</b>	<b>\$200.00</b>	<b>\$125.00</b>	<b>\$85.00</b>
<b>20,000sqft &amp;over</b>	<b>\$450.00</b>	<b>\$275.00</b>	<b>\$175.00</b>	<b>\$105</b>

<b>Other Business Types</b>	<b>FEE</b>
<b>Contractor</b>	<b>\$50.00</b>
<b>Residential Services Firm</b>	<b>\$50.00</b>
<b>Tobacco Dealer License</b>	<b>\$100.00</b>
<b>Home Occupation</b>	<b>\$20.00</b>

<b>Vending License Type</b>	<b>FEE</b>
<b>0-9 cents</b>	<b>\$5.00</b>
<b>10-49 cents</b>	<b>\$15.00</b>
<b>50 cents and up</b>	<b>\$25.00</b>
<b>Amusement Devices*</b>	<b>\$125.00</b>

\*Limitation: One Amusement machine for the first 2000 sqft + one machine for each additional 1000 sqft open to the public.

The Business License permits the individual or entity to engage in business activities within the City of Park Ridge. Licenses must be renewed annually on a calendar year basis and must be displayed at the place of business.

**Additional Information for Operating a Business in Illinois:**

- The Cook County Clerks Office accepts applications and issues “Doing Business As” (DBA) certificates. For more information, call the Assumed Business Names Unit at 312-603-7790. **(link)**
- The Illinois Department of Revenue processes applications for tax ID numbers. **(link)**
- The Illinois Secretary of State processes applications for corporations and partnerships. **(link)**
- The Illinois Secretary of State small business information center. **(link)**

For more information call: **The Department of Community Preservation and Development – Environmental Health Division at 847-318-5281.**

## **ZONING ISSUES**

### **Business Districts:**

Business locations are restricted to specific Zoning Districts based on the type and activities of the business. Please refer to the City Zoning Ordinance and Zoning Map to determine whether your business is permitted in the zoning district where you want it located. The Zoning Ordinance and Zoning Map are available on this Website ([link](#)).

### **Home Occupations:**

Home Occupations are permitted in Park Ridge provided they are able to comply with the following conditions of Section 4.06 of the Zoning Ordinance.

1. The occupation is incidental to the use of the house.
2. The occupation must be conducted within one (1) room of the house. The use of a garage or shed for storage of materials or supplies for the business or for the occupation is prohibited
3. The house may not be altered to accommodate the home occupation.
4. There is no sign displayed on the house.
5. There is no advertisement that calls attention to the fact that a dwelling is being used as a business.
6. There is no activity that could be seen from the exterior of the structure that would indicate that a business is being operated there.
7. There is no environmental impact, such as noise, smoke, odors, dust, electrical interference, glare, etc.
8. There is no pedestrian or automobile traffic produced.

### **Signs:**

A building permit is required to erect, alter or relocate a sign.

The Appearance Commission must review and approve all ground, awning and wall signs. Signs should contain a short message, be of simple design and should not interfere with the architectural details of the building.

Section 10.00 of the Zoning Ordinance establishes the guidelines regulating the size, location and design of business signs. Some of the more important provisions are outlined below:

- Flashing and revolving signs are prohibited.
- Wall signs cannot project more than 16 inches from the face of the building.
- Temporary signs in windows are allowed provided that the total amount of signage does not exceed 25% of the gross window and door area.

For more information call: **The Department of Community Preservation and Development – Zoning Division at 847-318-5291.**

## **BUILDING ISSUES**

### **Permits:**

All structures in Park Ridge are regulated by a building code designed to ensure that certain minimum standards of construction quality are maintained. The City Council has adopted the International Building Code, National Electric Code, IL State Plumbing Code, and the International Mechanical Code. The current editions of each of these Codes are automatically adopted by the City Regulations. The Building Code is Article 15 in the [City of Park Ridge Municipal Code](#). A Building Permit is required for new construction and for remodeling to ensure that the work meets the standards of these codes. Work that requires a permit includes:

- ❑ All new construction and additions
- ❑ All interior and exterior alterations and repairs including new partition walls
- ❑ Residing and re-roofing except resurfacing a roof
- ❑ Electrical and plumbing work
- ❑ Water heater, furnace and central air-conditioning replacement

### **Building Permit Process:**

All permits are obtained from the Department of Community Preservation and Development – Building Division including permits to work on public property. The applications and forms are available from the Building Division and must be submitted with the building plans. The “Building Permit Documentation Booklet” provides a complete summary of all the submittal requirements and reviews the building permit process. This booklet and all the Building Permit forms are available at ([link](#))

The time it takes to review the application and plans depends on the type of permit. In some cases, permits may be approved within 24 hours. An application requiring any type of plan may take up to 15 days for approval. City personnel will meet with the applicant to resolve any issues, which do not meet the City Code.

A permit will be issued when it is determined that the plans comply with the **Building Code, Zoning Ordinance**, and if applicable, the **Health Code, Fire Regulations, Forestry Regulations, Public Ways Regulations, or any City Commission or City Council Requirements**. The Permit Fee is based on the cost of construction: \$8.00 per \$1000.00 for new construction or \$12.00 per \$1000.00 for remodeling. This fee does not include the electrical, plumbing, mechanical, zoning and if applicable, plan review fees.

Once the permit is approved and work begins, the City will conduct on-site inspections to ensure compliance with City codes. Such inspections must be completed **BEFORE** a certificate of occupancy is issued and no structure may be occupied without a certificate.

**IT IS THE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR TO REQUEST INSPECTIONS AT THE APPROPRIATE TIME!**

The permit card provided with each issued permit lists all the inspections that must be performed.

For more information call: **The Department of Community Preservation and Development – Building Division at 847-318-5291.**

## **HEALTH ISSUES**

Businesses that may pose any public health concerns such as a **food establishment, barbershop, massage therapy establishment, dry cleaning/ laundry establishment, tanning salon, beauty salon, or day care center** require the approval from the Environmental Health Division before such a business may open. During the Building Permit process, an Environmental Health Officer will review the plans of these types of establishments and later perform a pre-operational inspection for compliance with Health Code Regulations before issuing a health permit or business license.

In addition to the Business License or Certificate of Registration, the following types of facilities require an additional permit from the Environmental Health Division:

- ❑ **Food Establishments**
- ❑ **Massage Therapy Establishments**
- ❑ **Outdoor Cafés**

Requirements for health-regulated businesses especially Food Establishments, Massage Therapy Establishments, and Outdoor Cafés are contained in Article 5 in the [City of Park Ridge Municipal Code](#). The City of Park Ridge follows the State of Illinois Food Service and Retail Food Store Sanitation Regulations.

The following links provide information for prospective food establishments and outdoor cafés.

[Food Facility Requirements](#)

[Application for Food Service Facility Plan Review](#)

[Food Facility Exhaust Hood Plan Review Form](#)

Outdoor Cafes([link](#))

**For more information call: The Department of Community Preservation and Development – Environmental Health Division at 847-318-5281.**

## **BOARDS AND COMMISSIONS**

The following are the City of Park Ridge boards and commissions that a new business owner or operator might be required to appear before:

**Zoning Board of Appeals** decides on variances and interpretations of the Zoning Ordinance at public hearings. ([link](#))

**Planning and Zoning Commission** hears and reviews applications for zoning ordinance amendments (text and map), planned developments, site plan reviews and special uses. This is an advisory commission to the City Council. (link)

**Appearance Commission** reviews applications for new construction and exterior changes to existing buildings and for ground, awning and wall signs. This is also an advisory commission to the City Council. (link)

**Liquor License Review Board** reviews all applications for new and renewal liquor licenses and investigates complaints regarding establishments that sell alcoholic beverages. (link)

**For more information call: The Department of Community Preservation and Development – at 847-318-5291.**

## **MISCELLANEOUS INFORMATION**

**Alarm System:** Forms are available from the Police Department in the lower level of City Hall. **For more information call the Police non-emergency communications at 847-318-5252.**

**Fire Department Requirements:** Please call the Fire Prevention Bureau at 847-318-5286