

## CITY OF PARK RIDGE

505 BUTLER PLACE  
PARK RIDGE, IL 60068

TEL: 847/ 318-5291

FAX: 847/ 318-6411

TDD: 847/ 318-5252

URL: <http://www.parkridge.us>

PLANNING AND ZONING DIVISION  
REGULATORY AND DEVELOPMENT

# Opening a Business Guidelines

## Step One: Location

The type of business dictates the allowable location of your business. If the selected site is not zoned for the proposed type of business, a request for a special use permit or a text amendment to the Zoning Ordinance must be approved by the Planning and Zoning Commission and the City Council.

Contact the Zoning Division (CP & D) at 847-318-5291 for questions.

## Step Two: Parking

The type of business requires a certain amount of parking.

If the selected site does not have sufficient parking, a variance may be requested to be approved by the Zoning Board of Appeals and the City Council.

Contact the Zoning Division (CP & D) at 847-318-5291 for questions.

## Step Three: Construction

- Will there be proposed interior construction?  
If there will be construction, a building permit is required. Refer to our permit submittal checklist located on-line or in CP & D.
- If there is a new building or addition being proposed, approval from both the Appearance Commission and Planning and Zoning Commission is required prior to applying for a building permit.

Contact the Building Division (CP & D) at 847-318-5291.

## Step Four: New Business

New businesses need a Certificate of Occupancy to occupy the proposed space. Simply complete an application and provide a detailed floor plan.

NOTE: If this is construction, this can be merged with the construction permit. In addition, new businesses need a business license.

Contact the Building Division (CP & D) at 847-318-5291 for questions.

### **Step Five: Food Establishments**

- If there is food being served contact the Health Division at 847-318-5291.
- If there is outdoor seating, a permit with a site plan must be submitted and approved by the Zoning and the Health Division. Contact both the Zoning and Health Division (CP & D) at 847-318-5291.
- If there is a drive-thru, a request for site approval is needed by the Appearance Commission and the Planning and Zoning Commission. This is to be accomplished prior to applying for a building permit.
- If alcohol is being served, contact the Administration Office at 847-318-5209

### **Step Six: Special Event**

Any type of special public event such as, but not limited to, marathons, Taste of Park Ridge, and fireworks will require a permit from the Administration Department at 847-318-5209.

### **Step Seven: Fire Alarms, Awnings, Signage, Fire Sprinklers, and Hood/Duct Systems**

Any of the above projects will need a separate building permit. For more information contact CP&D at 847-318-5291

NOTE: All documents and applications can be found at [www.parkridge.us](http://www.parkridge.us), or at the Community preservation and Development Department counter.

We sincerely hope you find this guide easy, useful and helpful in your quest to operate a business in Park Ridge.



# Permit Application

## City of Park Ridge

Community Preservation and Development Department 505 Butler Place Park Ridge, IL 60068  
Phone: (847) 318-5291 Fax: (847) 318-6411 Web Site: www.parkridge.us

OFFICE USE ONLY

Permit Number

Date Issued

Address of Project: \_\_\_\_\_

Cost of Project: \$ \_\_\_\_\_ J.U.L.I.E. # \_\_\_\_\_

Description of Project: \_\_\_\_\_

Details/Dimensions: \_\_\_\_\_ Square footage of area: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Name: *(If different than Property Owner)* \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please complete Contractor List on back of this form for all work being done.

### Agreements (if applicable)

- **Submit a Foundation Acknowledgement and Waiver** if any foundation is proposed. (Municipal Code Chapter 15-1-14)
- **Construction in the Right of Way** I understand that Public Works will not restore nor replace brick pavers, lawn sprinklers, etc, if and when work is performed in the City parkway. Should my construction damage any City property the applicant is responsible to repair in a timely manner. My construction shall maintain a clean and safe construction site throughout the construction phase, including all City property. (Municipal Code Chapter 9)
- **Demolition Notification** That I am the applicant for the demolition permit at the below address, which requires the posting of a sign on the subject property listed above. I hereby affirm that the sign required to be posted was erected on the subject property and maintained for not less than fifteen (15) consecutive days before the permit may be issued, I also affirm that the sign was posted at a prominent location on the subject property so that it was visible to passing pedestrians and motorists. (Municipal Code Chapter 15-1-8)
- **Homeowner(s) Acting as their Own Contractors** may not sell the property within six (6) months after the approved final inspections. I understand anyone other than myself must be licensed by The City and shall be submitted in writing for approval. (Municipal Code Chapter 12-1-8)
- **The Permittee and Professional** certifying the plans submitted to the City of Park Ridge shall be solely responsible for and shall defend, indemnify and hold the City of Park Ridge and its elected and appointed officials and officers, employees, agents and representatives harmless from and against any and all injuries, claims, demands, judgments, damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of the issuance of this permit, including but not limited to personal injury, death, property damage. Without limiting the generality of the preceding sentence, the provisions of this paragraph shall extend to indemnify and hold harmless the City of Park Ridge and its elected and appointed officials and officers, employees, agents and representatives in connection with the termination or revocation of this permit.
- **The Applicant** hereby certifies to the correctness of this form and all construction documents submitted. The applicant understands it is their responsibility to construct in compliance with all municipal, county, state, and federal regulations. The applicant hereby accepts full responsibility of the proposed construction.

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

City of Park Ridge

**PROPOSED CONTRACTOR LIST**

CONTRACTOR CHANGES MUST BE SUBMITTED IN WRITING

TYPE OF CONTRACTOR	P. R. ANNUAL REGISTRATION	ENTER: CONTRACTOR'S COMPANY NAME or N/A	ADDRESS, CITY, STATE, ZIP CODE	TELEPHONE NUMBER
Architect (03)	Copy of Il. State License			
Carpentry (04)	P. R. Reg. & Liability Ins.			
Concrete (07)	P. R. Reg. & Liability Ins.			
Drywall (13)	P. R. Reg. & Liability Ins.			
Electrical (15)	P.R. Reg. /Elec. Lic. / Lia. Ins.			
Excavating (19)	P. R. Reg. & Liability Ins.			
Fence (22)	P. R. Reg. & Liability Ins.			
Fire Alarm (24)	Copy of IDPR Lic.			
Fire Sprinkler (24)	Copy of Il. St. Fire Marshal Lic.			
Fire - Hood/ Duct (24)	Copy of Il. St. Fire Marshal Lic.			
GENERAL (31)	P. R. Reg. & Liability Ins.			
HVAC (39)	P. R. Reg. & Liability Ins.			
Landscaping (45)	P. R. Reg. & Liability Ins.			
Lawn Sprinklers (75)	Copy of IDPH Registration			
Masonry (48)	P. R. Reg. & Liability Ins.			
Paving (51)	P. R. Reg. & Liability Ins.			
Plumbing (66)	Copy of IDPH Registration			
Lead-based Paint Removal for homes built :1978	EPA Certification			
Roofing (57)	Copy of State License			
Water Service (66)	Copy of IDPH Registration			
Sewer Service (33)	P. R. Reg. & Liability Ins.			
Shielding (01)	P. R. Reg. & Liability Ins.			
Sign (69)	P. R. Reg. & Liability Ins.			
Tree Service (17)	P. R. Reg. & Liability Ins.			
Waste Hauler 1-01	P. R. Reg. (\$100.00)			
Wrecking (91)	P. R. Reg. & Liability Ins.			
OTHER				

Indicate H/O if homeowner is contractor. Please refer to Municipal Code 12-1-8 for details.



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DEPARTMENT OF COMMUNITY  
RESERVATION AND DEVELOPMENT  
BUILDING SAFETY DIVISION

# NEW BUSINESS CERTIFICATE OF OCCUPANCY GUIDELINE

Dear Business Owner(s),

Welcome to the City of Park Ridge. To establish a safe and healthy business environment all new businesses occupants need to obtain a certificate of occupancy. The City will review your new business in efforts to protect you, your employees, your belongings and/or customers. The Reverse side is a blank form you can complete in detail and submit.

Should you have any questions you may contact The City of Park Ridge at 847-318-5291.

NOTICE: Separate permits are required for:

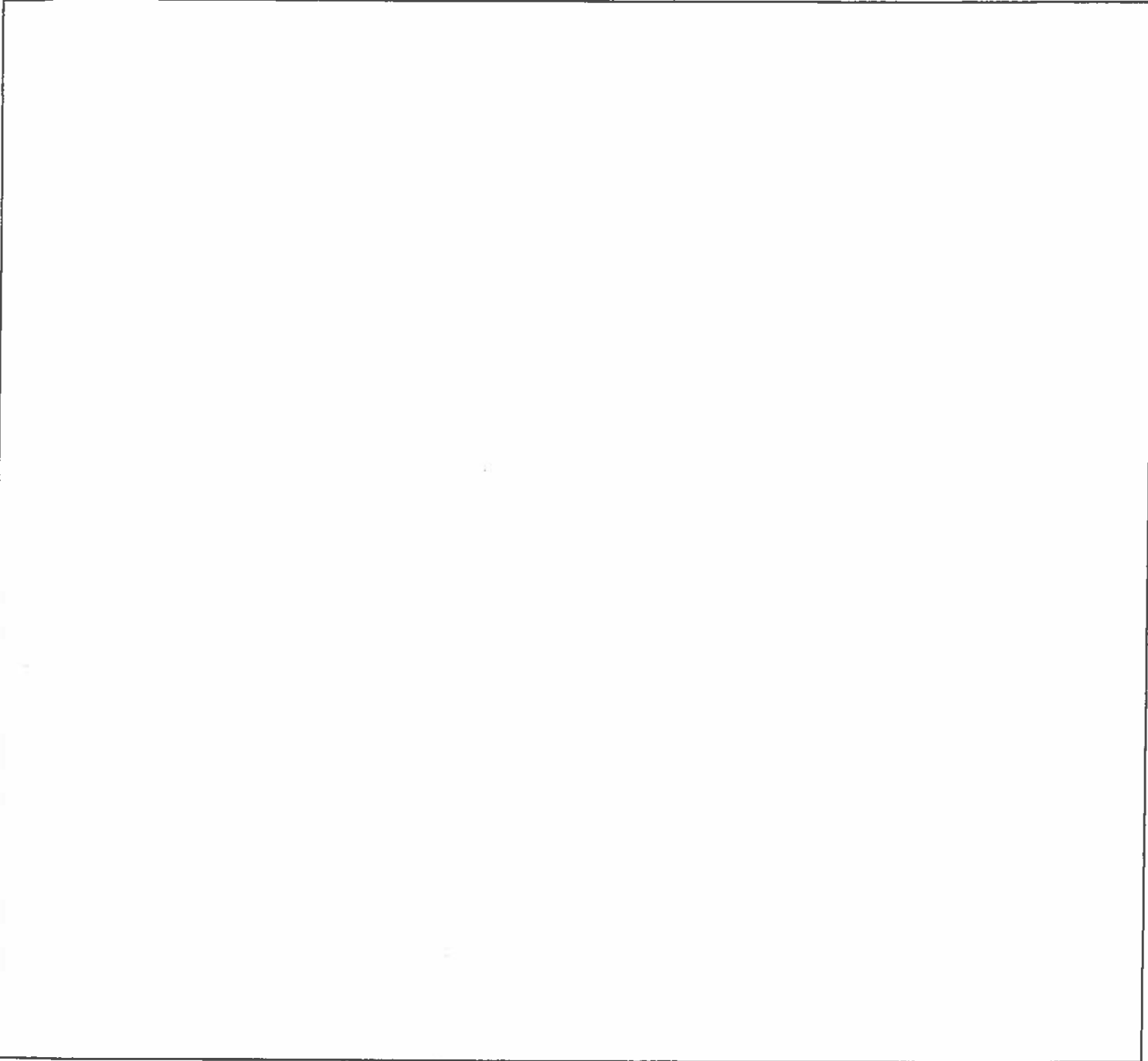
Signs	Fire sprinklers
Fire Alarms	Exterior Tent Events
Anything placed on City property	Exterior dining

### CERTIFICATE OF OCCUPANCY APPLICATION

1. Complete the informational application for a certificate of occupancy request.
2. What is the address of the business: \_\_\_\_\_
3. What type or function is the business:  
\_\_\_\_\_  
\_\_\_\_\_
4. Provide a site plan showing parking including handicap-parking location (if applicable).
5. Complete, in detail, the proposed floor layout (you may use the box below or supply additional documentation)
  - a. Show tables, chairs, shelving, exit routes, and exit widths etc.
  - b. Provide location fire extinguishers, exit signs, and emergency lights.
  - c. Provide details of any proposed construction- involving walls, electric and or plumbing.
6. Provide a complete floor layout.

**OUR MISSION:** THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.

Clarify if there will be any proposed structural, electric, plumbing alterations (e.g. new walls)  
Provide locations of exit doors, hallway measurements, counters, furniture layout, etc.



**MINIMUM BASIC COMMERCIAL REQUIREMENTS**

- ALL EXITS shall clear with a minimum width of 36".
- The service counter, if money is exchanged shall have a handicap counter.
- All electric shall be installed in a safe and proper manner, with no tripping hazard.
- Restaurant table separation shall be a min of 38" for tabletop to tabletop.
- A minimum of 18" separation distance is required for sprinkler heads.
- Fire extinguishers are required every 50 feet.
- No storage is required on staircase.
- Maintain handicap accessibility.
- New exit signs are required to be placed at ceiling level and floor level.
- No storage or furniture is allowed in front of the fuse box.
- The bathrooms shall be handicap accessible, if altered.
- Fire Extinguishers required every 50'.
- Backflow devices are required on all direct connections
- Post address numbers on all exit doors.
- Keep storage clear from fire pull stations.
- Keep storage away from the water heater and furnace.
- Install emergency lighting to light all egress routes.
- Maintain a clear egress path including snow removal.

Review the City Ordinances at [www.parkridge.us](http://www.parkridge.us)  
CONTACT THE INTERNATIONAL CODE COUNCIL AT: 800-214-4321 / [www.intlcode.org](http://www.intlcode.org)



**CITY OF PARK RIDGE**  
DEPARTMENT OF COMMUNITY  
PRESERVATION & DEVELOPMENT  
505 BUTLER PLACE  
PARK RIDGE, IL 60068  
847-318-5281

## **Business License Application**

### **INSTRUCTIONS**

**NOTE:** Incomplete applications will not be processed and without a license, your business or office may be subject to closure. In order to receive a license, all the information on this form must be provided. The information you provide on this form is forwarded to the Police and Fire Departments for emergency purposes, particularly, in after hour emergencies.

1. Legibly (PRINT) complete the form. Please correct any incorrect pre-printed information and add any missing information.
2. Return the ENTIRE completed form with your payment to the City of Park Ridge.
3. The application and payment may either be mailed or brought directly to the Cashier in the Finance Department at City Hall. After your application is processed the receipt, and a license certificate will be mailed to the applicant.
4. Please add/correct the web address or url (www) on the form along with the Web Category and Web Sub-Category as per the attached list. Only categories on the list may be used.

\* Make Checks payable to the "CITY OF PARK RIDGE".

All businesses must be licensed by January 1. Applications received after January 1, 2017 will be assessed a 20% PENALTY.



**CITY OF PARK RIDGE  
BUSINESS LICENSE APPLICATION  
2017**

\*\*\*\*\* PLEASE TYPE OR PRINT LEGIBLY\*\*\*\*\*  
INSTRUCTIONS NEXT PAGE

**PARK RIDGE BUSINESS ID NUMBER:**

(Assigned by the City)

**BUSINESS INFORMATION:**

NAME (DOING BUSINESS AS):					
LOCATION - ADDRESS AND SUITE#:					
CITY, STATE, ZIP:				PHONE:	
E-MAIL ADDRESS:				WWW: <small>URL</small>	
ALARM: Y OR N:		# EMPLOYEES:		SQUARE FOOTAGE:	
FED TAX ID:					
WEB CATEGORY: <small>USE THE ENCLOSED SHEET ONLY</small>		WEB SUB-CATEGORY: <small>USE THE ENCLOSED SHEET ONLY</small>			
BUSINESS CLASSIFICATION:					
FEE:		# OF SAME LICENSES:		(FEE X # LICENSES) TOTAL DUE: \$	

**OWNER INFORMATION:**

NAME:					
HOME ADDRESS:					
CITY, STATE, ZIP:					
HOME PHONE:			E-MAIL ADDRESS:		

**MANAGER INFORMATION:**

MANAGER NAME:		HOME PHONE:	
EMERGENCY CONTACT NAME:		EMERGENCY PHONE:	

**Yearly fees for registration of commercial establishments shall be as follows:**

Classification	Step	Floor Area in Square Feet	Annual Fee
A-Food Establishment - Risk 1	1	n/a	\$ 700.00
A-Food Establishment - Risk 2	2	n/a	450.00
A-Food Establishment - Risk 3	3	n/a	250.00
<b>B-Service Establishment</b>			
B-Service Establishment	1	0 - 1,000	\$ 150.00
B-Service Establishment	2	1,000 - 5,000	200.00
B-Service Establishment	3	5,000 - 10,000	300.00
B-Service Establishment	4	10,000 - 20,000	400.00
B-Service Establishment	5	20,000 - and over	550.00
<b>C-Retail Sales Establishment</b>			
C-Retail Sales Establishment	1	0 - 1,000	\$ 100.00
C-Retail Sales Establishment	2	1,000 - 5,000	150.00
C-Retail Sales Establishment	3	5,000 - 10,000	200.00
C-Retail Sales Establishment	4	10,000 - 20,000	250.00
C-Retail Sales Establishment	5	20,000 - and over	350.00
<b>D-Professional and Other</b>			
D-Professional and Other	1	0 - 1,000	\$ 50.00
D-Professional and Other	2	1,000 - 5,000	90.00
D-Professional and Other	3	5,000 - 10,000	130.00
D-Professional and Other	4	10,000 - 20,000	170.00
D-Professional and Other	5	20,000 - and over	210.00
<b>E-Home Occupations</b>			
E-Home Occupations			\$ 35.00