

Opening Your Business in Morton Grove



On behalf of the residents, let me extend our thanks for choosing Morton Grove as the place to locate your business. This brochure is intended to highlight the steps necessary to open your doors for business.

We feel that you've made an excellent selection in choosing our Village and we look forward to patronizing your business in the future.

Welcome to the Village of Morton Grove!

Daniel J. Staackmann
Village President

Step 1 Site Selection

Verify that the zoning classification of your property will allow the type and size of business that you plan on opening. Verify that adequate parking is available on-site to accommodate your patrons. Our zoning map, zoning code and list of permitted uses is available on our website (www.mortongroveil.org).

In some cases, your business may require additional review and "special permission" of the Village Board of Trustees. If your business is indicated to be a "special use" or if you have any other zoning related questions, please contact the Village Planner in the Department of Building and Inspectional Services.

Step 2 Appearance Review

Changes to the building's exterior appearance as well as all signs require the review and approval of the local Appearance Commission. This group meets on the first Monday of each month. Applications must be submitted to the Department of Building and Inspectional Services at least 11 business days prior to the meeting.

Step 3 Construction Permits

If you are constructing a new building or substantially altering the tenant space, you will need to submit construction plans for review. Change in ownership or other minor changes such as repairs and interior decorating do not require a construction permit. Contact the Department of Building and Inspectional Services to inquire whether a permit will be necessary for your scope of work and to apply for a permit.

Step 4 Certificate of Occupancy

A Certificate of Occupancy (CO) is issued when new construction is completed according to the approved plans. Contact the Department of Building and Inspectional Services to schedule your final inspections necessary to issue the CO.



Step 5 Business License

A local business license is required prior to opening your business to the public. This license is issued to confirm that the business is generally compliant with zoning and other local codes. This license represents the Village's general approval of continued occupancy of the premises for the business based upon our staff review and inspections. This license must be renewed annually and must be re-issued if there is a business expansion or change in location, ownership or type of business activities conducted on site. It is the responsibility of the business owner to keep their license up to date and to comply with other applicable regulations.

The license fee is based on the type and size of business as well as the presence of special events, coin-operated machinery or other special equipment that requires periodic supervision or inspections.

Home-based businesses must also obtain a business license to ensure that the business is not disruptive to the residential setting.

Several types of businesses are also required to be registered and licensed by the Illinois Department of Financial and Professional Regulation. Additional information can be found at www.IDFPR.com or by calling IDFPR at (312) 814-4500.

Step 6 Other Licenses & Registrations

Additional licenses may be necessary depending on the type of activities that take place at your business. Additional fees and review procedures are implemented for the following type of business activities:

- Tobacco License - retail sale of tobacco products
- Liquor License - sale or use of liquor and other alcoholic beverages; contact the Administrator's Office for more information.
- Burglar alarms – Businesses with an alarm system must register with the Police Department.

<i>Questions</i>	<p>For general questions regarding opening or expanding your business in Morton Grove, please contact our Department of Community & Economic Development at (847) 470-5231.</p> <p>Bill Neuendorf, Director bneuendorf@mortongroveil.org</p>	
<i>Contact Information</i>	<p>Dept. of Building and Inspectional Services Zoning & Planning Building Inspections Health Inspections</p> <p>Police Department Fire Prevention Bureau Village Engineer Administrator's Office Mayor's Office</p>	<p>(847) 470-5214</p> <p>(847) 470-5208</p> <p>(847) 470-5244</p> <p>(847) 470-5235</p> <p>(847) 470-5220</p> <p>(847) 470-5201</p>



Considerations when Planning Your Business

1. Commercial buildings are required to be built of non-combustible materials such as steel or concrete. Stick-built (or wood-frame) construction is not permitted on commercial or industrial properties.
2. New commercial buildings larger than 1,000 square feet require a fire sprinkler system that is monitored by a fire alarm system. A similar system is required in existing buildings that are significantly altered or undergo a change in use.
3. New signs and exterior changes to the building (including painting) require approval of village staff and the Appearance Commission. This commission meets on the first Monday of each month.
4. On-site parking is required for new businesses. Lack of available parking may limit the types of businesses that can be located on some properties.
5. The Village's Noise Control ordinance restricts excessive noise during night-time hours. Excessive noise is not permitted later than 10:00 PM on every night and no earlier than 7:00 AM (Monday to Friday), 8:00 AM (Saturday), and 9:00 AM (Sunday and holidays).
6. Snow shoveling of sidewalks, landscape maintenance and garbage disposal is the responsibility of the business or property owner.
7. Commercial and passenger vehicles registered in the Village must display an annual Village of Morton Grove vehicle sticker.
8. Temporary signs and banners to announce a grand opening or similar special event are allowed for up to 30-days. The length is limited to 60% of the storefront width and the height is limited to 30% of the length. The maximum size of a 25 feet wide store is 15 feet wide by 4.5 feet high. The fee for a temporary sign permit is \$20.
9. Consider joining the Morton Grove Chamber of Commerce and Industry to take advantage of business networking and promotional efforts. Contact them at (847) 965-0330 or info@mgcci.org.



Fire Prevention & Building Inspection Tips

The following safety requirements are among the most frequently cited issues when inspecting a new business.

1. The building address must be clearly identified on front and rear doors.
2. Clear paths must be provided to all exits. Storage must be arranged in an orderly manner so as not to obstruct the exit routes.
3. All ceiling tiles and drywall must be in place.
4. All emergency lighting and exit signs must be in working order.
5. A 36-inch clear space must be provided around the furnace and water heater.
6. At least one fire extinguisher must be provided. The minimum size is 2A-10BC. Additional fire extinguishers are required so that the closest extinguisher is within 50 to 75 feet. All extinguishers must be mounted in a conspicuous location.
7. Extension cords cannot be used in place of permanent wiring.
8. Multi-outlet power strips must have a built-in circuit breaker.
9. Electric outlets and junction boxes must have approved cover plates.
10. Electric panel circuits must be clearly marked. Appropriate plugs must cover openings in circuit breaker boxes.
11. The electrical panel and equipment must have a 30-inch clearance.
12. Ground fault protection (GFCI) is required for any electrical device within 6-feet of a water source.
13. Electrical outlet taps are not permitted.

