

BUSINESS HANDBOOK

**HOW TO OPEN AND OPERATE
A BUSINESS IN THE
VILLAGE OF ROSEMONT**

**Office of Health & Licensing
Village of Rosemont
9501 W. Devon Ave., Suite 200
Rosemont, IL 60018
847/823-1159
www.Rosemont.com**

Dear Business Owner:

The Department of Health and Licensing would like to welcome you to our community. Thank you for choosing Rosemont as the site for your business enterprise. Our staff members are always at hand to help every new business developer in obtaining a license and understanding our rules and regulations. Our goal is to assist and support your transition into our business community. Once you have established yourselves, we will also be available to assist you in any future plans to expand or renovate.

As Director of Health and Licensing, I have personally trained my staff to provide the highest level of professional service to all our business partners. Our health inspectors will always coordinate their inspections to least likely disrupt the flow of business, and conduct the inspection in a timely and efficient fashion. We are constantly updating and streamlining our procedures to better serve the business community.

This handbook is a guideline to help our business partners understand our rules and regulations, especially if he or she is starting a new business. We want to make your first time experience a pleasant one. My hope is that our positive attitude will always convey a sense of support to every business owner in Rosemont.

I am always available to answer any questions. I especially welcome suggestions to improve service to the business community. I will make every effort to create a successful partnership between the business community and the Village of Rosemont.

Sincerely,

The Village of Rosemont,

George Clemmensen
Director of Health and Licensing

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INTRODUCTION

The Village of Rosemont has prepared this handbook to assist business owners who are opening or expanding a business in Rosemont. Included in the handbook are regulations for various types of businesses, procedures for applying for a license, an explanation of the role of Village Staff and related agencies and other pertinent information.

Following is a brief outline of each chapter:

Chapter One	-	General Information
Chapter Two	-	Introduction to the Business License
Chapter Three	-	Sign Permits
Chapter Four	-	Certificates of Occupancy
Chapter Five	-	Vending & Amusement Licenses
Chapter Six	-	Liquor Licenses
Chapter Seven	-	Village Registration
Chapter Eight	-	License Fee Schedule
Chapter Nine	-	Staff To Assist Business Owners
Addendum	-	Business License Application Vendor's License Application Certificate of Registration Application

Before proceeding with your business plans please read this handbook carefully.

CHAPTER ONE GENERAL INFORMATION

The owner of a new business, an existing business changing ownership or an existing business considering expansion or a change of address should contact the Village Health and Licensing Office to discuss business plans. This License Office will assist the business owners throughout the entire time the business operates in Rosemont. Business owners may contact the License Officer at 847/825-4404 to schedule a meeting.

As you read this booklet, please keep in mind that a business **must** have a business license or be registered before opening. Prior to opening an inspection will be conducted by the Village Health and Licensing Dept.

CHAPTER TWO **THE BUSINESS LICENSE**

2.1 INTRODUCTION

Most business owners planning to operate in Rosemont must apply for and receive a business license or registration prior to opening.

The Village President, Police, Fire, Building Dept. and the Health Dept must approve the business license or registration application. This usually takes about two weeks from the date the application is completed.

The business license or registration is renewed annually. Businesses will receive a license each year indicating that the business has been approved to operate in the Village. All annual licenses shall be operative on the first day of January and will expire on the 31st of December.

2.2 BUSINESS LICENSE PROCEDURE

All business owners must contact the Village License Officer and complete a business license application. If the proposed business meets the Village's zoning requirements the Village License Officer will process the application through other departments. If the location of a proposed business is found to be in violation of Zoning Ordinance provisions, the Zoning Officer will consult with the owner regarding alternative areas.

All retail establishments applying for a tax number. To obtain a sales tax number, it is necessary to contact the Illinois Department of Revenue, Lower Level, 100 West Randolph, Chicago, Illinois 60601, or call 1-800-732-8866 or 312/814-5232. You may also visit their website at www.iltax.com.

All applicants should return the completed application and the license fee to the Village License Officer. The fee is subject to Chapter Eight of the Code of the Village of Rosemont. The License Officer works directly with the business owner to resolve any obstacles or answer any questions. When the application is complete, the License Officer submits the application to departmental administrators for approval.

The Village License Officer will assist the applicant in arrangements for inspection of the premises and will notify the applicant of final approval of the business license application.

ALL LICENSES MUST BE POSTED IN A CONSPICUOUS LOCATION.

2.3 FOOD HANDLING ESTABLISHMENTS

All food-handling establishments must strictly observe proper health and sanitation guidelines. Food-handling establishments are inspected on a regular basis and are subject to inspection at any time at the discretion of the Village. Failure to maintain proper sanitation may lead to a suspension of operations and fines. A 100% inspection by the Health Department is required prior to the sale of food related businesses. The Village of Rosemont follows the Illinois Department of Public Health Food Service Sanitation Code. There is an annual fee for twice yearly inspections. These fees are as follows:
For food establishments with 1 to 200 seats - \$100.00, 201 to 350 seats - \$200.00, over 350 seats - \$250.00

2.4 CHANGING OWNERSHIP OF EXISTING BUSINESS

When a business already operating in the Village changes ownership, the new owner must apply for a new business license. The applications must be approved in the usual manner. Licenses are not transferable. The same procedure applies as for a new business coming into the Village, although the business may continue to operate while the license is in process.

If vending or cigarette machines are on the premises, the new owner must apply for a new license for them separately. Under no circumstances will a business license, vending license, cigarette license or liquor license be transferred to the new owner. At the time of ownership, transfer of an existing business, all licenses for that premises become void.

2.5 CHANGE OF LOCATION

Current Village Ordinances require that a business changing location within the Village must notify the Licensing Dept. of the change of address and submit to an inspection. Please call to report the change of location at 847/823-1159 or 847/85-4404.

CHAPTER THREE

3.1 SIGN PERMITS

All business owners wishing to install any sign must complete a Sign Permit Application under the direction of the Building Commissioner in the Health, Licensing and Building Department and receive approval from the Village Zoning Administrator. All signs must conform to the provisions of the existing Sign Ordinance. Questions regarding Sign Permit Applications should be directed to the Building Commissioner at 847/823-1159.

CHAPTER 4 **CERTIFICATE OF OCCUPANCY**

4.1 CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is required upon completion of any new building or substantial addition to an existing building. Contact the Building Department for details.

If the business plans to install a sign, refer to Chapter Three of this text concerning the Village's policy regarding signs.

CHAPTER FIVE **VENDING AND CIGARETTE LICENSES – AMUSEMENT DEVICES**

5.1 VENDING AND CIGARETTE MACHINES

If a business establishment intends to own or operate a cigarette or vending machine on its premises the owner of the business or the owner of the machine must complete the required license form.

The registration forms can be obtained from the License Officer in the Office of Health & Licensing at 847/823-1159. A license decal will be provided for placement on each vending machine as proof of licensing.

The owner of the premises or the vending machine owner must pay the license fee annually.

5.2 AMUSEMENT DEVICES AND VENDING MACHINES

The Village permits coin operated amusement devices. All vendors of amusement devices or food and drink vending machines must apply for a vending license. You must attach a list of all locations where there are machines present and the number of machines at each location.

CHAPTER SIX **LIQUOR LICENSE**

The Village of Rosemont allows the sale of alcoholic beverages on the premises of businesses and restaurants if they qualify for a liquor license and that a liquor license is

available for issuance. Applications for liquor licenses may be obtained at the Village Hall and may be approved by the Liquor Commissioner only after a thorough investigation by the Liquor Control Review Board.

CHAPTER SEVEN **VILLAGE REGISTRATION**

7.1 REGISTRATION WITH THE VILLAGE OF ROSEMONT

Each Tenant shall annually register with the Village of Rosemont during the month of January by completing and filing a registration form with the Village of Rosemont Public Health and Business Licensing Officer, which when completed fully and accurately sets for the following information relating to the Tenant:

- a) The Tenant's name and the street address, suite number if applicable, and telephone number of the premises within a Commercial Building occupied by the Tenant. If the Tenant is not a natural person, the statement shall include the name, street address, telephone number and position of the individual who supervises the management of the premises occupied by the Tenant within the Commercial Building.
- b) The name, street address and telephone number of a person 21 years of age or older, designated by the Tenant as their person who is to be contacted in the event an emergency situation arises relating to the Tenant's occupancy of premises within a Commercial Building.
- c) A description of the types of commercial activities, which the Tenant engages in on the premises of the Commercial Building.

For the purposes of this section, a post office box does not suffice as an address. All information included within the registration form required to be filed pursuant to this Section shall be accurate as of the date the registration form is filed with the Village. The Village shall provide the registration form. A separate registration form shall be filed for each Commercial Building in which the Tenant occupies premises.

CHAPTER EIGHT
LICENSE FEE SCHEDULE

<u>Occupation</u>	<u>Annual Fee</u>	<u>Occupation</u>	<u>Annual Fee</u>
Alarm system installation	\$ 100.00	Hardware & paint store	\$ 100.00
Ambulance service	\$ 100.00	Hotel & motel, per room	\$ 7.00
Amusement machines – each	\$ 50.00	Indoor Theatre	\$ 500.00
Juke box	\$ 100.00		
Animal care & sale	\$ 100.00	Laboratory	\$ 100.00
Auctioneers	\$ 100.00	Laundromat	\$ 100.00
Auctions – per day	\$ 50.00	Laundry	\$ 500.00
Barber shop	\$ 50.00	Machine shop	\$ 100.00
Bill posting & sign painting	\$ 100.00	Massage Parlor	\$ 100.00
Bowling alley	\$ 100.00	Motor vehicle sales	\$ 500.00
Broker, other than insurance or real estate	\$ 100.00	Motor vehicle storage	\$ 100.00
Building contractor	\$ 100.00	Motor vehicle towing	\$ 100.00
Building Trade	\$ 50.00	Parking lot or garage	\$ 500.00
Bus transport	\$ 150.00	Photographer	\$ 200.00
Car rental agency	\$ 100.00	Restaurants	
Car wash	\$ 300.00	1 to 100 seats	\$ 100.00
Catering service	\$ 300.00	101 to 150 seats	\$ 150.00
Certificate of Registration	\$ 50.00	151 to 200 seats	\$ 200.00
Christmas Tree sales	\$ 100.00	201 to 250 seats	\$ 250.00
Cigarette & tobacco dealer	\$ 100.00	251 to 300 seats	\$ 300.00
Cigarette vending machine	\$ 50.00	301 to 350 seats	\$ 350.00
Cleaning & dyeing	\$ 100.00	351 to 400 seats	\$ 400.00
Currency exchange	\$ 100.00	401 to 450 seats	\$ 450.00
Day nursery	\$ 500.00	over 450 seats	\$ 500.00
Drain layer	\$ 100.00	Scavenger	\$ 1,000.00
Exterminator	\$ 100.00	Sightseeing service	\$ 200.00
Filling station	\$ 100.00	Taxicab & limousine	\$ 100.00
Fire extinguisher service	\$ 100.00	Veterinary hospital	\$ 100.00
Fireworks Display	\$ 500.00	Warehouse	
Flammable & hazardous chemical handling	\$ 250.00	Less than 20,000 sq.ft.	\$ 100.00
Florist	\$ 100.00	20,000 to 50,000 sq.ft.	\$ 150.00
Food vending – 50 cents or less	\$ 25.00	50,000 to 100,000 sq.ft.	\$ 200.00
Food vending – 50 cents or more	\$ 50.00	more than 100,000 sq.ft.	\$ 250.00
Food – Candy Confectionary	\$ 100.00	Waste disposal	\$ 500.00
Food – Catering	\$ 300.00		
Food – Ice Cream	\$ 100.00		
Furniture mover	\$ 150.00		

CHAPTER NINE
VILLAGE PERSONNEL

Staff Available to Assist Business Owner _____

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