

HOW TO OPEN YOUR BUSINESS IN LEMONT, ILLINOIS

Village of Lemont 630-257-5997 www.lemont.il.us

We have created this checklist to help you in the process of opening your new business in Lemont. Please note that some steps can occur concurrently and do not hesitate to call **Glenn Pasiewicz**, Small Business Coordinator (630) 257-5997 for assistance.

Step One: Choose a Site

___ If you need to find a suitable business location, contact **Glenn Pasiewicz** for site selection assistance at 630-257-5997. We strongly advise setting up an initial walk-thru with parties from the Village and the Lemont Fire Department to determine if the site is the most feasible location for your new enterprise.

Step Two: Verify Zoning and Use

___ If you already have a location in mind, verify that the proposed business is a permitted use for the location by emailing the Village Planning & Zoning Department (jtate@lemont.il.us) or call (630) 257-1582.

___ **For Food Users:** Contact the Cook County Health Department for guidance: **Femi Sulyman, (708) 974-6173 (Office), (312) 515-1230 (Mobile) or email to fsulyman@cookcountyhhs.org.**

Step Three: Permitting and Business Registration

___ Select your design team and contractors for build out.

___ Apply for a **Business License (\$50.00) and Commercial Occupancy Permit (\$165.00 – non-food)** through the Building Department if making only minor/cosmetic changes (painting, shelving, bringing in furniture, etc.). (See attached in Kit) – Submit applications with a floor plan/sketch of space, including furniture layout. Separate permits are required for interior remodeling and signage.

___ Commercial Occupancy Permit application sent to Zoning for review. When zoning is approved, permit can be issued. Plumbing, Electrical, Building & Fire inspections can now be scheduled with Building Department. **Original permit fee of \$165.00 covers ONE of EACH inspection. If an inspection is not approved, a re-inspection fee of \$85.00 for each failed inspection must be paid *before* scheduling re-inspections.**

___ All contractors and sub-contractors must register with the Village before a building permit is issued and before work can begin.

___ To register your business with the Building Department please visit www.lemont.il.us (Applications Page)

___ Complete your build out and pass final inspections by the Village's Building Department and the Fire Protection District. Receive your Business License from the Village.

___ Consider joining the Lemont Chamber of Commerce. Visit www.lemontchamber.com for details