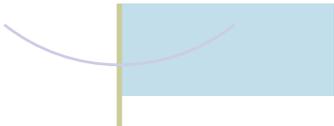




New Business Checklist



Things to Know Before Starting a Business in Burr Ridge



Village of Burr Ridge
Economic Development Committee
7660 County Line Road
Burr Ridge, Illinois 60527
Phone: (630) 654-8181
Fax: (630) 654-4542
www.burr-ridge.gov

- A building permit is required for remodeling including, but not limited to, relocation of walls and doors; adding or modifying electrical or plumbing fixture; reconstruction of parking lots and driveways; and any work to be done in the public parkway/right-of-way. For more information on permits, contact the Village's Building and Zoning Division at (630) 654-8181, extension 3000.
- A Zoning Certificate of Occupancy is required prior to occupancy of any non-residential building in the Village of Burr Ridge; Contact the Community Development Department at (630) 654-8181, extension 3000 or 3030, or download the form from the Village's web site: www.burr-ridge.gov.
- Banners, pennants, streamers, balloon signs, and other portable or temporary signs are prohibited. A single sign advertising floor space for sale or lease is permitted but cannot exceed 12 square feet in area and 5 feet in height.
- All manufacturing and industrial businesses must comply with the Performance Standards relative to noise, odors, and emissions as outlined in the Burr Ridge Zoning Ordinance. For a complete listing of performance standards, please refer to Section X.C of the Zoning Ordinance which can be found on the Village's web site.
- Outside, overnight parking of trucks or trailers is prohibited except in a Manufacturing or Business District except that two delivery trucks not exceeding 24,000 lbs. apiece may be stored in the rear yard of the property out of sight of any adjacent residential areas.
- Contact the Police Department and the local Fire District to register your security alarm and fire alarm systems.
- A sign permit is required for new signs and any changes to existing signs. Changes to existing signs, including changing the sign face or text, require a permit and the sign must conform to the Village of Burr Ridge Sign Ordinance, available on the Village's web site.
- Contact the Village's Finance Department to ensure proper billing for your water service. The Finance Department may be contacted at (630) 654-8181, extension 4130.
- Trash dumpsters kept outside of a building must be kept closed except when being used and must be located within an enclosed area behind the building.
- Outside storage or display of products, materials, or equipment is prohibited unless specifically approved by the Village of Burr Ridge Board of Trustees via grant of a special use permit.
- Hours of operation in a Business (Retail) District are limited to 8 AM to 10 PM unless otherwise authorized by the Burr Ridge Board of Trustees via grant of a special use permit.
- Consider linking your business's web site to the Village web site. Contact Janet Kowal, Communications and Public Relations Coordinator, at (630) 654-8181, extension 2120 to list your business for free.

When starting a business in Burr Ridge, most questions are directed to members of our Community Development Department at (630) 654-8181. The following is a list of Department staff that can assist you:

Doug Pollock, Community Development Director and Building Commissioner, ext. 3000

Department supervisor, primary land use & development planner, prepares long range planning studies, advisor to Plan Commission & Board of Trustees, liaison to development community.

Julie Tejkowski, Building and Zoning Assistant, ext. 3010

Processes building permit applications, handles public inquiries, coordinates plan review & inspections.

Carolyn Sanderson, Community Development Secretary, ext. 3030

Provides clerical support, performs duties of Building & Zoning Assistant in her absence.

Economic Development Committee Mission Statement

To act as a recommending body to advise the Village Board and Staff on ways to develop a positive business climate, consistent with the existing residential character of the community, which will encourage the retention of existing businesses and promote and assist in the growth and development of new businesses. The Burr Ridge Economic Development Committee will seek to build relationships among the Village Board, Staff, commercial developers, various associations of commerce and industry and Burr Ridge businesses that encourages an exchange of information, the promotion of the Village as a viable location for new investment and the development of policies which will provide the impetus for the retention/expansion of the local tax base and employment

The Village of Burr Ridge... A Very Special Place



VILLAGE OF BURR RIDGE APPLICATION FOR ZONING CERTIFICATE OF OCCUPANCY

_____ date

The Burr Ridge Zoning Ordinance requires issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires completion of this form and a **\$50.00 application fee**. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

NAME OF BUSINESS:	
TELEPHONE NUMBER:	BUSINESS ADDRESS: Burr Ridge, IL 60527
BUSINESS OWNER:	

TYPE OF BUSINESS (Please provide a description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below):

Industrial: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Research <input type="checkbox"/> Warehouse <input type="checkbox"/> Other	Commercial: <input type="checkbox"/> Retail Sales <input type="checkbox"/> Retail Services <input type="checkbox"/> Restaurant <input type="checkbox"/> Other	Office: <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Other
This application is <input type="checkbox"/> New Business in Village <input type="checkbox"/> Relocation within Village For (check one): <input type="checkbox"/> Expansion of Business at Same Location <input type="checkbox"/> Other		
No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)		Floor Area of Space to be Occupied:
Number of On-Site Parking Spaces Available:		Number of Off-Street Loading Berths:
Business Hours and Days:		Sales Tax ID No. (for retail only)
Name of Business Previously Occupying Floor Space:		

BUSINESS CONTACT:

_____ Name	_____ Telephone #
_____ Address	_____ For Police Emergency Purposes

PROPERTY OWNER:

_____ Name	_____ Telephone #
_____ Address	

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.



VILLAGE OF BURR RIDGE A VERY SPECIAL PLACE

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

ALARM PERMIT REGISTRATION

(Please print clearly)

Resident or Business Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Business Hours of Operation (if applicable): _____

Contact Information: (Please list key holders in order of who to reach if an emergency):

1. Name: _____

Phone: _____ Phone #2: _____

2. Name: _____

Phone: _____ Phone #2: _____

3. Name: _____

Phone: _____ Phone #2: _____

4. Name: _____

Phone: _____ Phone #2: _____

5. Name: _____

Phone: _____ Phone #2: _____

Alarm Information (Check all that apply):

Alarm Type: Burglar Fire Hold Up/Panic None

Alarm Company Name: _____

Alarm Company 24 Hour Emergency Phone Number: _____

Does your Alarm Automatically Reset? Yes No

Any other relevant information: (i.e. overnight cleaning crews, additional contacts)

Completed By: _____

Signature: _____ Date: _____

(Please Mail to: Burr Ridge Police Department 7700 South County Line Road, Burr Ridge, IL 60527 or Fax to: 630-654-4441)

POLICE DEPARTMENT

John W. Madden

Chief of Police

7700 County Line Rd.

Burr Ridge, IL 60527

(630) 323-8181

Fax: (630) 654-4441

www.burr-ridge.gov

