



# Guide for New Businesses



## Village of Hanover Park



## **VILLAGE REQUIREMENTS**

### **WHEN OPENING A BUSINESS, WHAT IS THE FIRST THING TO CONSIDER?**

Location is important to consider when opening a business. The zoning of the property must be checked to ensure that the proposed use meets Village zoning requirements.

### **HOW DOES A BUSINESS OWNER CHECK ZONING?**

To check zoning, visit or call the Community Development Department at (630)372-4260 with the address of the property. Bring a floor plan showing any proposed remodeling, as well as the proposed locations of all fixtures including: racks, shelves, cash registers, doors, and windows. The plan must be dimensioned and drawn to scale.

### **WHAT DOES A BUSINESS OWNER NEED TO DO BEFORE OPENING?**

A business must obtain a Business License and Certificate of Occupancy from the Village of Hanover Park.

### **WHAT IS A CERTIFICATE OF OCCUPANCY?**

A Certificate of Occupancy is an approval that the business space has passed its final inspection, and is ready to occupy. This certificate is required before the building can be occupied and is not transferable to another location.



## WHAT IS A BUSINESS LICENSE?

A Business License, which authorizes the operation of a commercial establishment, must be approved prior to occupancy of the building or unit. Contact the Village Clerk's office at (630)372-4220 for business license requirements.

## BUILDING PERMIT REQUIREMENTS

### WHAT IF THE BUSINESS SPACE REQUIRES REMODELING OR CONSTRUCTION:

The Village must ensure that all codes and requirements are met in order to provide a safe and secure building. Some items reviewed include:



- ↻ Signs,
- ↻ Sprinkler and Alarm Systems,
- ↻ Handicapped Accessibility,
- ↻ Electrical Service,
- ↻ Safe Means of Exiting,
- ↻ Fire Suppression Systems,
- ↻ Areas of Disrepair, and
- ↻ Adequate Water and Sewer Connections.

***NOTE: Please remember to obtain a building permit before starting any work.***



### **WHAT IS REQUIRED FOR REMODELING?**

A permit is required for all changes. In order for most remodeling plans to be approved, they must be stamped by a licensed Illinois architect. All contractors performing work under an approved permit must be registered and bonded.

### **HOW MUCH REVIEW TIME DOES THE VILLAGE NEED?**

Plans are normally reviewed in 10 to 15 working days. However, this time varies depending on the time of year. Spring and summer are particularly heavy permit application times and reviews may take longer.

### **WHEN ARE SPRINKLER AND ALARM SYSTEMS REQUIRED?**

Most locations require sprinkler and alarm systems. However, if the total square footage of the entire building is less than 2,500 square feet, sprinkler and alarm systems are not usually required.

## **PERMANENT SIGNS**

Regulations for signs in the Village of Hanover Park are located in the Municipal Code, Chapter 3. Signs are also subject to the provisions in the current adopted National Electric Code. Applicants are strongly encouraged to review the sign code prior to submitting an application for a development permit.

### **WHAT ARE THE REQUIREMENTS NECESSARY FOR PERMIT APPLICATION?**

A completed application form must be submitted with the following:



- ↗ Plat of Survey - drawn to scale
- ↗ Blueprint or Scale Drawing of the sign
- ↗ Owner approval of the sign

### **DOES THE SIGN CONTRACTOR HAVE TO BE REGISTERED AND BONDED?**

All sign contractors must be registered in the Village of Hanover Park prior to the issuance of a development permit. Contractor registration is handled by the Fire Department - Inspectional Services Division at (630)823-5860.

### **ARE THERE ANY SPECIAL REQUIREMENTS FOR A FREE-STANDING SIGN?**

You **must** obtain a dig number prior to permit application. Call JULIE at 1-800-892-0123 or **8-1-1** for this information.

### **WHO IS AUTHORIZED TO APPLY FOR THE SIGN PERMIT?**

Sign contractors or tenants may submit applications for signs; however, the contractor or tenant must submit written proof that the property **owner** concurs with the proposed placement, design, and style of the sign.

*NOTE: Locations within some business parks and shopping centers in the Village are subject to Owner's conditions in addition to those specified in the Village Sign Code. For additional information, please contact the Community Development Department.*

### **ARE INSPECTIONS REQUIRED FOR SIGN PERMITS?**

All permanent sign permits are subject to two or three inspections:

- a. prior to installation, the sign must be inspected to verify



- listing with an approved testing laboratory;
- b. prior to pouring concrete, the foundations must be inspected; and
- c. final inspection when installation is completed.

**NOTE: A minimum of 24-hours notice is required for all inspections. To schedule an inspection, or if you have any questions, please call the Inspectional Services Division at (630)823-5860.**

## **TEMPORARY SIGNS**

### **WHY IS A PERMIT REQUIRED FOR A TEMPORARY SIGN?**

Permits are required in order to preserve the integrity and appearance of the Village. By following the requirements outlined in the Sign Code (Section 3-5, Temporary Signs), the Village regulates the type, size, duration, and location of the sign.

### **DO ALL TEMPORARY SIGNS REQUIRE A PERMIT?**

Permits are required for special promotion and grand opening signs. Examples of these types of signs are banners, portable wheeled signs, and other temporary signs.



Temporary tents also require a permit. Please contact the Community Development Department (372-4260) for applicable regulations.



Permits are **NOT** required for residential garage sale signs or residential real estate signs; however, regulations do apply.



### **IS THERE A CHARGE FOR A TEMPORARY SIGN PERMIT?**

Yes, the permit fee is \$35.00. Applicants must also post a \$100.00 bond which is refundable if the sign is removed on or before the expiration date of the permit.

### **ARE INSPECTIONS ARE REQUIRED WHEN A PERMIT IS INITIATED?**

Inspections will automatically be scheduled by the Fire Department - Inspectional Services Division staff. The temporary sign required take-down date stated on the permit.

### **DOES THE SIGN COMPANY HAVE TO BE REGISTERED AND BONDED WITH THE VILLAGE?**

Contractors from which temporary signs are rented do not have to be registered and bonded.

*NOTE: Please contact the Community Development Department at 372-4260 for the regulations that are applicable to your temporary sign situation.*



## **CONTRACTORS**

### **WHEN DO YOU NEED TO HIRE A CONTRACTOR?**

The applicant can perform some of the construction work. However, all plumbing and electrical work must be completed by a contractor registered and bonded with the Village of Hanover Park.



All contractors and subcontractors hired to work on the project must be registered and bonded. Contact the Fire Department - Inspectional Services Division at (660)823-5860 for registration information.

## INSPECTIONS

### **WHAT SHOULD A BUSINESS OWNER DO BEFORE SIGNING A LEASE OR PURCHASING PROPERTY?**

If requested, the Village staff will conduct a **pre-inspection** of the business location at no charge. Staff will tell you what changes, if any, are required to bring the space into compliance with Village Codes.

### **WHEN IS AN INSPECTION NEEDED?**

As work progresses, it must be inspected by the Village staff to ensure that it complies with the approved permit plans and all code regulations.



### **Required inspections for your project will be listed on the permit. To**

schedule an inspection, call the Fire Department - Inspectional Services Division (630)823-5860 at- least **24 hours** before the time you want your inspection. Please have your permit number handy, since it is necessary to request an inspection.

Prior to calling for an inspection, please make sure the work, for which you are requesting an inspection, has been completed. **A additional fee is charged for each second failed inspection. This includes those projects which are not ready when the inspector**



**arrives.** If you are encountering problems, need advice or specific information, or are unsure as to how to proceed, please contact the Inspectional Services Division. All of the Village inspectors are trained, certified professionals in their field. While they cannot design your project, they are more than willing to assist you in completing the job as quickly and easily as possible. If it is necessary to have an inspector stop by your project for assistance, please let Village staff know when you call. **There is no charge for this type of interim inspection assistance.**

For your own protection, you may wish to have the final inspection completed and approved by the Fire Department - Inspectional Services Division prior to making the final payment to your contractors. Refundable bonds will not be returned until all final inspections have been approved.

**HOW CAN A BUSINESS OWNER DETERMINE IF THE SPRINKLER AND ALARM SYSTEMS IN PLACE ARE ADEQUATE?**



A site inspection can be arranged by calling the Fire Department - Inspectional Services Division at (630)823-5860 to schedule an appointment.

**WHAT HAPPENS IF SPRINKLER AND ALARM SYSTEMS ARE NEEDED?**

The Village needs to review a reflected ceiling plan, prepared by a sprinkler contractor, showing the sprinkler system and lighting locations. This requires a plan review. Plans are reviewed by Village staff and forwarded to the Village's consultant for evaluation. The applicant is responsible for plan review and



inspection fees.

### **CAN THE SPRINKLER/ALARM PLAN BE PART OF THE REMODELING PERMIT?**

A separate permit is required. The fee varies based on the size and type of installation. Fees are calculated and due when the permit is picked up.

## **GENERAL INFORMATION**

### **HOW LONG IS THE BUILDING PERMIT VALID?**

Work authorized by a permit must begin within six months of the date of the permit and be completed within six months of the last approved inspection. Work extending beyond these time frames requires the issuance of a new permit.

### **WHAT IS THE PURPOSE OF THE REFUNDABLE BOND?**

The bond provides an incentive to complete the work in the manner it was approved and to have the work inspected as required. A fee will be deducted from the bond for each failed second inspection.

### **WHEN CAN I EXPECT THE BOND TO BE REFUNDED?**

The Division will begin processing the refund as soon as the final inspection is approved. Generally, it takes three to five weeks for the refund to reach you.

### **WHO IS JULIE?**

JULIE stands for "Joint Utility Locating Information for Excavators". Upon receiving your call, JULIE will visit your property and mark the location of non-Village underground utilities. Call JULIE toll free at 1-800-892-0123 or 8-1-1.

### **DOES THE VILLAGE LOCATE ITS UNDERGROUND**



### **UTILITIES?**

The Village Engineering (372-4270) and Public Works (372-4440) Departments will locate underground Village utilities including sewer and water mains and electrical cables for street lights.



### **WHAT IS A "STOP WORK" ORDER?**

A "Stop Work" order is issued for jobs that are not being completed in accordance with the approved plans or for jobs that were started without a permit.

### **WHAT IF I WANT TO MAKE CHANGES TO MY PLANS AS WORK ON THE PROJECT PROGRESSES?**

Be sure to obtain permission from the Fire Department - Inspectional Services Division prior to making any changes to the approved permit plans.

### **WHAT DO I DO WITH THE PERMIT PLACARD I WAS GIVEN?**

The permit placard should be displayed in a window of your business so it is visible from the street.

### **WHAT INSPECTIONS ARE REQUIRED?**

Required inspections are listed on the permit.

### **WHAT IS THE DIFFERENCE BETWEEN THE PLAN REVIEW FEE AND THE PERMIT FEE?**

The plan review fee covers the cost of reviewing the plan for compliance with Village codes. The permit fee covers the cost of inspecting the improvement.



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