

ENTREPRENEUR'S CAFÉ

HELD NOVEMBER 13, 2013

@ MOUNT PROSPECT VILLAGE HALL



Opening a Business in Mount Prospect

We are here to help!



First Steps

- The first steps may be easier than you think
- To begin, we need to know:
 - What type of business you would like to operate
 - Where you would like to locate
 - The Village can help you find the right location!
 - Available property lists are available on the Village website and are updated monthly
 - Village Planning Staff can help ensure the proposed location is zoned for your business and other requirements are met

Village Services

Small businesses work with multiple departments



Services Provided

- Business Licensing
 - Unless your business is operated out of your residence, you need a Business License or Business Certificate
- Building Permits
 - Remodeling, installation of signs, plumbing or electrical work are common
 - A good rule of thumb is if it involves adding, moving, or exposing water, gas, electricity or walls, or it involves your property lines, it is going to need a permit
- Finance
 - Business license renewals, payment of taxes (such as Food & Beverage Tax), registration of commercial vehicles

Business Licensing 101

What to expect



The Application Process

- *Business Certificate* = businesses that are licensed by the State of Illinois
- *Business License* = all other business types
- An application can be submitted once you have the following information:
 - ▣ Legal Business Name
 - ▣ Location of the business
 - ▣ Federal Employee Identification Number (FIEN) issued by the IRS

and/or

 - ▣ Illinois Business Tax (IBT) number issued by the Illinois Department of Revenue

Application Process, continued

- Business License applications can be submitted concurrent with other application/permits
- Approval may include inspections and approvals from:
 - ▣ Fire
 - ▣ Police
 - ▣ Planning
 - ▣ Building
 - ▣ Health
- All inspections must be passed in order for the Business License to be approved.
- Not all businesses require every type of inspection



Business License Process Comparison

Restaurant

- ❑ Building & Sign permits
- ❑ Building, Fire, Police, Planning and Health inspections
- ❑ Food & Beverage taxes
- ❑ Liquor Commission Approvals?
- ❑ Outdoor dining?
- ❑ Entertainment?
- ❑ Conditional Use?

Toy Store

- ❑ Sign permit
- ❑ Building, Fire, Police, and Planning inspections

Every business is unique!
Village staff will ensure you have the approvals necessary to open as quickly as possible

Additional Services

We offer more than permits & licenses



Façade Improvement & Interior Buildout Program

- Applicable to properties in the downtown TIF district
- Matching grant, 50% of total cost
 - Up to \$10,000 for retail uses
 - Up to \$25,000 for restaurant uses
- Application process requires Village Board approval
- Eligible costs include façade, lighting, windows, doors, reconfiguring interior space, mechanical system and life safety improvements

Marketing & Promotion

- Experience Mount Prospect website
- Village Newsletters
- Active participation with Mount Prospect Downtown Merchant's Association and the Mount Prospect Chamber of Commerce



Guest Speakers

- Tom Cassell, Director, Illinois Small Business Development Center at Harper College
- Nellie Beckner, Long Range Planner, Village of Mount Prospect
- Marianthi Thanopoulos, Public Information Officer, Village of Mount Prospect
- Katie Dolan Dix, Owner, Capannari's Ice Cream
- Patti Smolin, Business Reference Librarian, Mount Prospect Public Library
- Dawn Fletcher Collins, Director, Mount Prospect Chamber of Commerce

For additional information regarding the Entrepreneur's Café or questions regarding this presentation, please contact Nellie Beckner at 847-818-5312 or nbeckner@mountprospect.org