



HOW TO OPEN YOUR BUSINESS IN HOMER GLEN

Use this checklist to help guide your business opening process in Homer Glen. Some steps can flow concurrently. Please let us know how we can continue to assist you.

- _____ If you already have a location in mind, verify that the proposed use is permitted for the location by contacting the Planning & Zoning Department.
- _____ If you need to find a suitable business location, contact the Village Economic Development Department for site selection assistance.
- _____ Negotiate your lease or purchase agreement. Include a contingency based on any required Village approvals.
- _____ Apply for any necessary zoning and/or liquor license approvals.
- _____ Select your design team for build out/construction.
- _____ **For Food Users:** Contact the Will County Health Department for guidance and apply for your Will County food establishment permit. Visit www.willcountyhealth.org or call 815-727-8490.
- _____ Select your contractors.
- _____ Apply for a Village Building Permit for build out involving walls, electrical and plumbing.
- _____ Apply for your sign permit.
- _____ Contractors and sub-contractors must all register with the Village before work begins.
- _____ Apply for a Commercial Occupancy Permit if only making minor/cosmetic changes (paint, shelving, bringing in furniture, etc.).
- _____ Register your business through the Village Clerk.
- _____ Complete your build out and pass final inspections by the Village Building Department and the Fire Prevention District. Receive your Certificate of Occupancy.
- _____ Consider joining the Heritage Corridor Business Alliance.
- _____ Schedule your ribbon cutting through the Economic Development Department.

Your Business Liaison

Contact the Economic Development Department early in your process for business opening services:

*Janie Patch
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708-301-0632*

- * Coordinates meetings with Village staff to guide your business opening including Village permits and approval process.*
- * Offers customized site selection assistance using an inventory of available spaces and properties, a one-stop resource for location options.*
- * Provides business planning resources, demographic and trade area information and business marketing resources.*
- * Arranges your ribbon cutting event.*
- * Provides ongoing business liaison support once your business is operating. Contact us anytime.*

One-Stop Resource for Location Options

Visit the available commercial spaces and properties inventory on the Village website at www.homer Glen.org.