



ECONOMIC DEVELOPMENT HOMER GLEN

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. **Call us at 708-301-0632.**

Choose a Site

___ If you are seeking a suitable business location, contact the Village Economic Development Department for site selection assistance.

Verify Zoning and Use

___ If you already have a location in mind, verify the proposed business is a permitted use for the address with the Village Planning & Zoning Department.

___ Contact the Village Building Department to make sure your use fits with the building code. Call 708-301-1301.

___ Negotiate and execute your lease or purchase. Include a contingency for any required Village approvals.

Food Users

___ Contact the Will County Health Department for guidance and apply for your Will County food establishment permit. Visit their [Food Safety](#) webpage for inspections, licensing and permitting. Call 815-727-8490.

Village Permitting and Business License

___ Apply for any necessary zoning and/or liquor license approvals.

___ Select your design team for build out.

___ Select your contractors.

___ All contractors and sub-contractors must register with the Village before Village permits are issued and before work can begin.

___ Apply for a Village Building Permit for build out involving walls, electrical and plumbing. Call 708-301-1301.

___ Apply for a Commercial Occupancy Permit through the Building Department if making only minor/cosmetic changes (painting, shelving, bringing in furniture, etc.).

___ Select a sign contractor to design your sign to Village Code and apply for a Sign Permit.

___ Apply for your Business License with the Village Clerk.

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

Marketing and Networking

___ Consider joining the Heritage Corridor Business Alliance (Chamber). Visit www.myhcba.com and call 630-257-5997.

___ Schedule your ribbon cutting through the Village Economic Development Department.

Your Business Liaison

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

Janie Patch
Economic Development Director
jpatch@homerglenil.org
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

The Village maintains a comprehensive list of location options. Visit [the Available Commercial Spaces and Properties Inventory](#) on the Village website.

Zoning and Development Resources

[Connect](#) with the Village Planning and Zoning staff and relevant resources including the Zoning Code, the Comprehensive Plan, the Village Code and the Development Handbook.