



Resource Guide for Opening a Business



The Village of Palatine has created this guide to help assist those looking to open a business in our community. When identifying a potential location for your proposed business there are a number of issues that should be considered. The following outlines the initial steps you should take to ensure all of the applicable Village regulations will be followed:

step
1

- **CHECK THE ZONING OF YOUR PROPOSED LOCATION:** The Village of Palatine contains a variety of zoning districts, with each zoning district having a specific list of permitted uses and those uses that require special use approval. It is critical to confirm if your proposed business complies with the selected location's zoning classification and what, if any, formal zoning review process may be required. Prior to making a formal commitment for a specific site, please contact the Village's Planning & Zoning Department to confirm that your proposed business is allowed at the location you are considering.

Contact: Ben Vyverberg – Planning & Zoning Director
(847) 359-9048 bvyverberg@palatine.il.us

step
2

- **APPLY FOR A BUSINESS LICENSE FROM THE VILLAGE:** Most businesses require a license from the Village of Palatine. Prior to opening a business you must apply for a business license. The appropriate Village staff will then review your business license application to confirm compliance with all applicable codes and regulations.

Contact: Jill Nausid, Licensing Specialist – Community Development
(847) 202-6647 jnausid@palatine.il.us

step
3

- **OTHER VILLAGE PERMITS & LICENSES:** Depending on your proposed type of business, the following additional licenses or permits may also be required:

- **Building Permit:** Most projects will require a building permit. Please contact the Village to determine if any planned improvements for your new business will require a permit.

Contact: Mary May, Customer Service Supervisor – Building Permits & Inspections
(847) 359-9042 mmay@palatine.il.us

- **Food Permit:** Any business that will include the storage, preparation, serving, or sale of food must obtain a food permit from the Village prior to opening. These types of businesses can include bars/restaurants, cafes, grocery stores, and concessions.

Contact: Diane Gartner, Field Director – Environmental Health
(847) 359-9091 dgartner@palatine.il.us

- **Liquor License:** Any business looking to sell and/or serve alcohol is required to obtain liquor licenses from the Village of Palatine and State of Illinois.

Contact: Doris Sadik, Deputy Village Clerk – Administration
(847) 359-9020 dsadik@palatine.il.us

Other Helpful Resources

The following provides links to a variety of helpful resources for those looking to open a new business:



Small Business Development Center (SBDC): Contemplating launching a new business? The SBDC can help. For more information please visit the SBDC at the following website: <https://www.harpercollege.edu/business/sbdc/index.php>



State of Illinois Business Portal: The State of Illinois offers a website that pulls together a variety of business related information into one place. For more information please visit the following website: <https://www.illinois.gov/business.html>

Other Resources for New Businesses:

- **Choosing a Business Name:** If you plan to conduct your business under an assumed or corporate name, you should file for a certificate with Cook County. For more information visit the Cook County Clerk's Office at: <https://www.cookcountyclerkil.gov/>
- **Incorporating Your Business:** Depending on your business structure (sole proprietorship, partnership, limited partnership, or corporation) you may need to register with the State. For more information visit the Illinois Secretary of State's Office at: <https://www.ilsos.gov/>
- **Obtaining Your Employer Identification Number:** Corporations and Partnerships require Employer Identification Numbers (EIN). You can obtain an EIN from the Internal Revenue Service (IRS). For more information visit: <https://www.irs.gov/>
- **Obtaining Your State Sales Tax Number:** If your business will engage in a type of retail sales, you must have a sales tax number (either an Illinois Business Tax number or a Retailer's Occupational Tax number. For more information visit the Illinois Department of Revenue at: <https://tax.illinois.gov/>