

Thank you for your interest in Crest Hill. The City offers many opportunities in regard to retail, industrial and office space. We hope that you find this helpful in getting your business started in our City.

Prior to opening a business, there are several City, County, and State requirements:

Business Licenses

The City of Crest Hill requires all businesses to be licensed with the City. Effective January 1, 2012 yearly licensening applies to both home-based businesses and those located within commercial, industrial, or office developments. Regular business licenses are \$50 and home-based business licenses are \$25.

Additional licenses are required for the sale and service of liquor, restaurants/food services, tobacco sales, pawn brokers, vending machines, and coin operated devices. A business license application can be obtained from the City of Crest Hill Clerk's Office or on line at www.cityofcresthill.com. For further information regarding licenses contact the City Clerk at 815-741-5100.

County Business Registration - Assumed Business Name Filing (DBA)

State law requires each business to register with the County Clerk.

Will County Clerk's Office
302 North Chicago Street
Joliet, IL 60432
815-740-4660

Zoning Classification of the Business

When selecting a location in the City of Crest Hill, it is important to verify the zoning classification of the property prior to signing a lease to insure that the business use is allowed. The current zoning map and the permitted and special use chart are available on the City's website under Building Department.

Operating certain types of businesses in the City of Crest Hill will require a Special Use Permit. Obtaining a Special Use Permit is typically a 3 month process, but it can vary. All Special Use permits requests must go before the Plan Commission and ultimately must be approved by the City Council.

To verify zoning and use please contact the City of Crest Hill Building Department at 815-741-5106 or visit the City's website at www.cityofcresthill.com.

Business / Building Inspection

Before any business can occupy a property or open for business the owner/operator must schedule a business / building inspection by the City of Crest Hill Building Department.

Any necessary or desired work on the building or to the site is subject to various codes of the City of Crest Hill. Visit the City's website to view the Development Handbook and City Codes.

For additional information contact the Building Department at 815-741-5106.

Fire District Inspection

All businesses are required to obtain an inspection from the Lockport Fire Protection District. This inspection is coordinated with the Crest Hill Building Department. For additional information contact Richard Berndt at the Lockport Fire Protection District at 815-838-3287.

Signage

Permits for permanent and temporary signs are required. Permits for permanent signs are issued by the City of Crest Hill Building Department and temporary signs are issued by the City of Crest Hill Clerk's Office. For additional information contact the Building Department at 815-741-5106 and/or Clerk's Office at 815-741-5100.

Sales Tax Registration

Sales tax in the City of Crest Hill is 7.00%. All businesses must file a report with the Illinois Department of Revenue (IDOR) for sales tax registration. An application form can be obtained from IDOR at www.revenue.state.il.us, or be calling (217) 785-3707.

Water / Wastewater Connections

For water service, new customers, billing information, sewer/water rates or any general water questions, businesses may call the City of Crest Hill Water Department at (815) 741-5104. The phone number for after hours calls for water dept. is (815) 741-5111.

Utility Information

Common Wealth Edison (ComEd) is the most widely used Electric Service Provider in the City of Crest Hill. For electrical service, new customers, billing information and electrical rates or any general questions, businesses may call 800-334-7661.

Nicor Gas is the most widely used Natural Gas Provider in the City of Crest Hill. For natural gas service, new customers, billing information and electrical rates or any general questions, businesses may call 888-642-6748.

Health Inspections

All restaurants and/or establishments involved in the preparation or sale of food need to submit plans and pass inspection by the Will County Health Department.

Will County Health Department
501 Ella Avenue
Joliet, Illinois 60433
815-727-8490

Small Business Administration

The United States Small Business Association (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small businesses. The SBA provides several programs and services including training and educational programs, advisory services, publications, financial programs and contract assistance. The SBA also offers specialized programs for women business owners, minorities, veterans, international trade and rural development. For more information call (312) 353-4528 or www.sba.gov.

Small Business Development Center at Joliet Junior College

Joliet Junior College offers business assistance and a variety of courses including a short course on writing a business plan through the Illinois Small Business Development Center. The Small Business Development Center offers one-on-one counseling as well as seminars addressing topics such as marketing and finance options for current or potential business owners.

For additional information see www.sbdccjc.com or contact:

Illinois Small Business Development Center
1215 Houbolt Road
Joliet, Illinois 60431
815-280-1400

Service Corps of Retired Executives (SCORE)

One on one counseling services are also available through the Fox Valley chapter of the Service Corps of Retired Executives (SCORE). Score provides free, confidential business counseling through retired business owners to entrepreneurs or anyone planning to start a new business.

The Illinois SBDC also hosts and takes appointments for the Fox Valley Chapter of SCORE. SCORE provides free, confidential business counseling or coaching to anyone who is operating a small business or thinking about starting one. A preliminary business plan draft, relevant supporting information and/or significant questions on the topic to be discussed, and/or attendance at a SCORE or Illinois SBDC Starting Your Business in Illinois program are strongly recommended prior to a SCORE counseling session. Go to scorefoxvalley.org to schedule an appointment.

State and Federal Regulations and Assistance

The State of Illinois has extensive websites dedicated to each of its departments. Many resources are available to help start a business. Start with the Illinois Department of Commerce and Economic Opportunity (DCEO) website at www.illinoisbiz.biz. An excellent resource for general business information is the DCEO Handbook, Starting a Business in Illinois. This publication includes a feasibility checklist and a business plan outline. For information regarding state licenses, permits, registrations and assistance programs contact the First Stop Business Information Center by calling (800) 252-2923, or online at www.illinoisbiz.biz.