City of Geneva
BUSINESS RESOURCE GUIDE

Compiled by the Economic Development Department, City of Geneva

September 2014

Welcome to the City of Geneva!

Welcome! We are glad you are considering Geneva as a business location. The City's Economic Development Department has compiled this document to assist you as you open, or relocate, your business within Geneva.

Geneva's character is found in our historic architecture and adaptive re-use of historic buildings, dedication to landscaping, and abundant open space. Geneva has over 700 acres of open space found in 50 separate parks owned by the Geneva Park District, plus the 580 acre City-owned Prairie Green Preserve, 497 acres of Kane County Forest Preserves, and two golf courses.

Geneva truly retains a small town sense of community. Geneva citizens are actively involved in decision-making through a range of City commissions and civic groups. Our healthy business climate is augmented and maintained through initiatives between the Geneva Chamber of Commerce, Cultural Arts Commission, the Strategic Planning Advisory Committee, the Geneva Economic Development Commission, and business marketing consortiums. We encourage you to get involved with these groups who are working to build and strengthen Geneva.

With festivals and events every month, downtown Geneva is a place to connect with others. Home to excellent schools, library, and parks, we're a great place to raise children – and a town people are proud to say they live in. We offer a variety of business locations with retail, industrial, office, and development opportunities. Stop in. Talk with our business owners who have already decided that Geneva is the "Right Place" for their business operation. ***We hope you'll join us.***

ECONOMIC DEVELOPMENT DEPARTMENT (EDD) SERVICES

The Economic Development Department (EDD) can help you identify the right location in Geneva for your business, walk you through the development process, provide resource referral, and help you connect with collaborative marketing opportunities. Call 630-232-7449, or look at the department website at www.geneva.il.us for all of our resource documents.

Available Sites. We maintain a list of available vacant land and commercial/industrial buildings. Compiled with the help of our property owners and realtors, the list is available at no cost to existing and prospective businesses. View the sites database at www.geneva.il.us, or call 630-845-9654 for a custom report.

Statistics. To help you write your business plan and seek financing, we compile a community profile, demographics report, and statistics such as daytime population, local spending power, building permit data, and sales tax receipts.

Liaison Assistance. Can't find something? Want to know if you have the right permits and/or licenses? Call 630-232-7449, or look at www.geneva.il.us for all of our resource documents.

Marketing Geneva. The EDD also maintains the visitor-oriented www.genevadowntown.org. This site includes a business directory and a list of events and tourist-oriented activities. You can submit events for the calendar. The "Info for Merchants" link at the bottom of the page also offers valuable informaiton.

Get Listed in the City Employer Database. The EDD maintains a Geneva employer database used to post an online Geneva Business Directory, communicate with businesses about upcoming promotions and events; inform businesses about city construction and planning projects; print the downtown business directories (map tables and kiosks); and refer potential customers. Registration forms for the employer database can be picked up from the EDD, when you complete an application for City utilities, or when obtaining a building permit and/or Change of Tenant permit.

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Every effort has been made to ensure the accuracy of this information. It should not be construed as a legal document, and should not take the place of professional advice.

COMMUNITY DEVELOPMENT DEPARTMENT (CDD) SERVICES

Zoning, Subdivisions, and Planned Unit Developments

The Community Development Department is comprised of the Planning Division and the Building and Zoning Division. When considering a location in the City of Geneva, it is important to verify the *zoning district* classification of the property *prior* to signing a lease and then check to see if your business use is allowed. Determine if the business use is *"permitted by right,"* or, if your business use is allowed as a *"special use."*

A "Special Use" permit is required when a particular use has potential to impact a neighboring property owner's use and enjoyment of their own property. These permits require Plan Commission review as part of a public hearing process, and City Council approval. In other locations, where a "Planned Unit Development" (PUD) has been approved, you may need City staff assistance in determining zoning, allowable uses, and sign regulations for the particular PUD. To verify zoning regulations, or to discuss amendments to either the zoning map or the zoning ordinance text, please contact the Planning Division at 630-232-0818.

The City zoning code is found online at www.geneva.il.us. Each zoning class contains a list of land uses which are permitted, and those for which a "special use permit" is required. The latter is required when a particular use has potential to impact a neighboring property owner's use of their own property; special use permits require Plan Commission review.

Historic Preservation

Exterior improvements (including signs) to buildings within the Historic District must first be reviewed and approved by the Historic Preservation Commission before the permit may be issued. This includes properties located within the downtown historic district or individual landmarks. The City's Design Guidelines for Historic Properties located on the City's website may help you in your project design and planning.

If you own a historic property, the City's Preservation Planner may be able to help you with an application to the Illinois Historic Preservation Agency for state or federal income tax credits for property rehabilitation. Costs must exceed the adjusted basis of the building and comply with the Secretary of the Interior's Standards for Rehabilitation. For more information contact the Preservation Planner at 630-938-4541.

Site Plan

Site plan review of all proposed non-residential development is required. The City Planner coordinates the site plan review process. The Plan Commission reviews plans and formulates a recommendation that is forwarded to the City Council for action. City Council approval of the site plan is required before building permits can be issued. For proposed commercial developments downtown, the required number of off-street parking spaces is typically less than in other areas of the City. When a proposed development involves a requested waiver of parking requirements, such requests are reviewed by City Staff and the City Council for approval. The City Planner can assist you with review procedures and application requirements for your proposed development. Call 630-232-0814 for more information.

Building Permit Pre-Application Design Review or Pre-Permit Application Conference (Existing Buildings)

Not all existing buildings meet current life safety and fire codes. Representatives from the Fire Department and Building & Zoning Division will, upon request, conduct an on-site review of your building for the purpose of identifying any code deficiencies that will need to be addressed as part of the contemplated project and to clarify code requirements for your planned project. You may request an on-site review as you consider purchasing a building, signing a lease, or undertaking an improvement to property you already own. Additionally, you may ask for a Pre-Permit Application Conference which gives the business owner an opportunity to ask questions and clarify city code requirements for the project. The City's adopted building codes are found online at geneva.il.us. A link to all Geneva codes and local amendments is found on the city website in the Community Development section.

ADOPTED BUILDING AND SAFETY CODES

City staff reviews the applications, blue prints and plats of survey to ensure compliance with local, state, and national standards as recognized by:

- International Residential Code, 2006
- International Building Code, 2009
- International Energy Code, 2012
- International Property Maintenance Code, 2006
- International Mechanical Code, 2006
- State of Illinois Plumbing Code, Most Recent Edition
- State of Illinois Accessibility Code, Most Recent Edition
- National Electrical Code, 2005
- Life Safety Code, 2003
- International Fire Code, 2003

Building Permit Pre-Application Meeting (Plan Submittals for New construction)

If you are applying for a building permit for new commercial construction, the City suggests a planning meeting with City staff. Plans submitted for permit with major deficiencies will slow review time and could increase costs. Technical staff from the City's Building, Electric and Engineering Divisions, and the Fire Department attend the Pre-Application Meetings. The focus at the Pre-Application meeting is on initial construction drawings you have prepared, and whether or not the overall approach to the project is code compliant. Construction drawings are required for Pre-Application Meetings. For more information, contact the Building & Zoning Division at 630-262-0280.

Building Permits /Certificate of Occupancy

Before beginning any work on a building, contact the Building and Zoning Division at 630-262-0280. A permit is required for most projects, including any construction or alteration, as well as many types of repairs. You must contact both the Building and Zoning Division and Fire Department to schedule all required inspections. After your project has passed final inspection, you will receive a *"Certificate of Occupancy."* When opening a business in a space that needs minimal changes, you will apply to the Building & Zoning Division for a *"Change in Tenant"* permit; this entails a health safety final inspection.

Change of Tenant /Certificate of Occupancy

Before any business can occupy a property, or open for business in Geneva, either a *"Certificate of Occupancy"* (provided after final inspections conducted to close out a building permit) or a *"Change of Tenant"* permit must be obtained from the Building & Zoning Division. The latter is for a business moving into a space with only minimal changes. Along with the permit application, the applicant will need to provide a basic floor plan showing the layout of furnishings, racking, fixturing, exits, exit signs, emergency lights and other safety features. Also, a brief written description of the nature of the business to be conducted is needed to enable the Building & Zoning Division to determine if the use is permitted at the proposed location.

Once review of the application for a Change of Tenant is completed you will pick up and pay for the permit. When you have completed the requirements stipulated in the permit, call for inspections by both the Fire Department and Building & Zoning Division so a "Certificate of Occupancy" can be issued.

The above procedure is for a simple "move-in" where no changes are being made to the space. If walls are being built, removed or relocated; or electrical, mechanical or plumbing work is being performed, additional plans and specifications –and a full building permit–will be required. Dependant on the type or amount of work being performed, a licensed architect may be needed. Be sure to contact the Building and Fire Departments for final inspections.

Plumbing Inspections

The City of Geneva now requires inspections of plumbing work. For more information please contact the Building & Zoning Division at 630-262-0280, or view online at geneva.il.us.

Signs

Permits are required for permanent, temporary, and A frame signs. Permits are issued by the Building & Zoning Division. For more information please contact the Building & Zoning Division at 630-262-0280, or view online at geneva.il.us.

Tree Protection

The City of Geneva has been named a Tree City USA by the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters. A Tree Preservation Review Application is required to be submitted for construction projects on a property that contains one or more trees over ten inches in diameter. Preservation plans are required for trees located both in the public right-of-way and on private property. Contact the Building & Zoning Division at 630-262-0280 to clarify tree preservation requirements. Tree maintenance and watering information is available through the City of Geneva Street and Fleet Division at 630-232-1501.

Wetland Bank

The City has established a wetland mitigation bank at Prairie Green Preserve. Contact the Community Development Director at 630-232-0818 for info on wetland mitigation credit sales.

PUBLIC WORKS AND UTILITY SERVICES

Water - Sewer - Electric - Utility Bills

Utility Billing is a part of the City Finance Department. To order or change an existing water, sewer, or electric service billing record, or to confirm a new service billing, call 630-232-0854.

City Engineering Division

Individuals constructing and/or expanding a parking area should contact the City Engineering Division at 630-232-1501. The engineering office provides information about site development activities, the subdivision process, utility location and connections, storm water management, and floodplain locations.

City Street Division

The Street Division is responsible for most improvements within the public right-of-way which includes the sidewalks, curbs, streets, signs, and trees. Any questions or concerns about any of these items should be directed to the Streets Division of the Public Works Department. The number is 630-232-1501.

City Sewer Division

The Sewer Division is responsible for sanitary and storm sewer collection systems. If either system fails to drain properly,

please contact the City as soon as possible. During normal business hours call Public Works at 630-232-1501; evenings and weekends calls should be directed to the Police Department at 630-232-4736.

Stormwater Management

The City has adopted the Kane County Stormwater Ordinance. The ordinance outlines development requirements pertaining to stormwater runoff and detention; flood plain and wetland management; and erosion and sediment control. The City

has also adopted amendments to the Kane County ordinance which can be found in Title 13 of the Geneva City Code. The Kane County Stormwater Ordinance can be found on their website, countyofkane.org. For more information, contact the City Engineer at 630-232-1501.

City Water Supply Division

The City has groundwater protection and outdoor water use codes in place to encourage environmental protection of this natural resource and to provide water use to meet commercial, residential and fire fighting needs. In 2008 the City began operation of its new reverse osmosis water treatment facility. Water softeners are no longer needed in Geneva. In both 2009 and 2010 the City water was named the best tasting water in Kane County. For more information regarding water, contact the Water Division of Public Works at 630-232-1501.

City Wastewater Treatment Services Division

City wastewater treatment is achieved at the facility. Manufacturing, industrial, or any business process that discharges to the City's sanitary sewer system may require a permit. For additional information, contact the Water Division of Public Works at 630-232-1501, or the Wastewater Treatment Facility at 630-232-4060.

Hazardous Material

All businesses using hazardous materials should contact the Public Works Division about participation in the industrial pretreatment program at 630-232-1501.

Geneva Municipal Electric Utility

To maintain the City's low rates, property owners are responsible for the installation costs of the system during new construction or upgrades, including electric distribution system and service to the building. The electric utility is able to provide a rough cost estimate within a week of receiving a sketch (or a site plan) showing exact site location and where transformer(s) would be located. Buildings are connected to the system with an underground feed. Transformer lead times can vary from "in-stock" to between 8 and 30 weeks, depending on unit availability (in stock or via special order). You will hire your own contractor to install the conduit, transformer vault, switches, wire, etc; and can therefore dictate most of the construction schedule. Allow about three weeks after your contractor has completed their work for the City to complete its work of energizing the project.

There is an additional cost involved for a connection fee upon annexation, based on connected load and dependent on the size of the service. This is usually covered in the annexation agreement. Contact the Electric Division at 630-232-1503 for information.

PUBLIC SAFETY SERVICES & EMERGENCY CONTACTS

Fire Department

The Geneva Fire Department is involved in residential and commercial development from the ground up. From the concept plan to the first occupancy permit, the Fire Department will work with owners, developers, architects, and builders to assure the plans meet all safety standards and keep projects on track. Early Fire Department involvement also serves to reduce or eliminate surprises which can result in costly change orders and project delays.

If you are planning to expand your existing business or relocate into an existing building in Geneva, the Geneva Fire Department will be happy to sit down with you to go over your plans or meet with you on site to look at existing conditions and let you know up front what safety requirements apply to your project. The Fire Department partners with you to help you maintain and protect your investment here in Geneva.

The adopted Building and Fire codes used by the Geneva Fire Department are listed on page 2 of this document and found on the city website. The Fire Department may be contacted at 630-232-2530.

Burglar Alarm Systems

These alert systems require registration and permit through the City of Geneva. The responders must have the emergency contact information during and after posted business hours. Contact the Police Department at 630-232-4736.

Police Department

The Geneva Police Department requires that all businesses and residences with alarms complete an alarm permit form and submit it to the Geneva Police Department. Questions in reference to the alarm program should be directed to 630-232-4736.

911 Service

The 9-1-1 telephone system can be used anytime a caller is requesting a police officer, firefighter or paramedic to be dispatched to their location. To install an alarm system with direct hook-up to the Emergency Dispatch Center, contact Tri-Com at 630-232-4739. Tri-Com is the 9-1-1 Central dispatch for the tri-cities of St. Charles, Geneva, and Batavia.

OTHER BUSINESS REQUIREMENTS

Business Licenses and Registration

The City of Geneva requires business licensing and permits for the following: the sale or service of liquor, restaurants, over-the-counter food items, bakeries, tobacco products, transient merchants, scavenger services, vending machines, coin operated amusement games, or other uses. By city ordinance, vending trucks are not allowed within the city boundaries. For further information regarding licensing and permits contact the City Administrator's Office at 630-938-4544.

Illinois Business Tax (IBT) Number

If you sell products in Geneva, you are required by state law to report sales to the state. The Economic Development Department maintains a database of Geneva employers and your IBT form should be submitted to the EDD. Questions may be directed to the ED Director at 630-232-7449.

Sales Tax Registration

Sales tax (retailers and service occupation taxes) in the City of Geneva is 7.5%. Qualifying goods, drugs, and medical appliances are taxed at 1.25%. Titled vehicles are taxed at 6.5%; add 1% Chicago Home Rule Tax if a vehicle bought in Geneva is registered in Chicago after purchase. Collection and reporting of sales are handled by the Illinois Department of Revenue.

All businesses selling merchandise, either retail or wholesale, must obtain an Illinois Business Tax (IBT) number. See page 10 for more information. An IBT application form can be obtained from IDOR at revenue.state.il.us, or by calling (217) 785-3707.

BUSINESS ASSISTANCE AND COLLABORATION

Economic Development Department Merchant Programs

The City of Geneva Economic Development Department works continuously with merchants and the Chamber of Commerce throughout the year to promote Geneva businesses and Geneva's place as a tourism destination. City services include:

- The"Explore Geneva" section of the city's website (www,geneva.il.us) which focuses on the visitor. There is a list of area attractions, upcoming events, places to eat, shop, and stay, as well as information for group tours and professional meeting planners.
- Special Offer sheets for Group Tours - The City offers group tours a sheet of coupons, good for the day of visit; if you'd like to list an offer at your business, contact the Economic Development Department at 630-938-4555.
- Marketing and communication assistance for retailers collaborating on smaller events, including Geneva Bride and Gardenology, which supplement the Chamber's four festivals.
- Print the Downtown Directory Map Tables and Kiosk Posters which lists Geneva shops and restaurants.
- An on-line Geneva Business Directory which includes all businesses in the City.
- E-mails which discuss upcoming events, meetings, and links to business development articles and resources.
- Monthly assistance tools from Retail Minded, a magazine and geared to independent retailers (sent via email with a link to this quarterly magazine).
- New business welcome, with the assistance of the Business Improvement and Retention (BIR) Committee.
- Coordinate Downtown Block Captain Program. Let us know if you're able to help deliver information packets to your neighbors. Time committment is 1-2 hours quarterly.

Downtown Merchant Meeting

Sponsored by the City Economic Development Department, the Downtown Merchant Meeting (DMM) takes place every third Wednesday (except June, Nov. and Dec.) in the City Council chambers at 8 a.m. In November we host a Holiday Kick-off Meeting in lieu of the monthly Nov./Dec. meetings. All downtown businesses are welcome. The meetings focus on upcoming events and programs and how the local merchants can take advantage of these events. The DMM is a forum for timely business topics and feedback on past events, and a networking opportunity. We often have guest speakers discuss new technology and topics of interest. Include your email address on your *Employer Database* form and you will be signed up for our merchant emails.

Front Line Training

The City EDD periodically offers "Frontline Training," a customer service training program which focuses on teaching employees on the "frontline" (cashiers, sales personal) best practices in customer service, and Geneva history. When a customer has a great Geneva experience, they will tell their friends about it, and they'll be back! For more information, call 630-232-7449.

Geneva Chamber of Commerce genevachamber.com

The Geneva Chamber of Commerce, a non-profit organization, is made up of business, industry professionals, and individuals that support an ongoing program of local economic growth and community involvement. With its four festivals and year-round work, the Chamber strives to promote tourism and increase commerce in Geneva. Chamber members benefit from numerous forums and opportunities to:

- Promote businesses, network, and develop new business.
- Establish community and entrepreneurial connections and collaboration opportunities.
- Learn about business issues, trends and legislation.
- Help shape the direction of commerce, industry, and the quality of life in our hometown.
- Save on marketing through the cooperative advertising program.

The *Soundings* newsletter, monthly events, and committee opportunities are means to which Chamber members stay involved and current on other Chamber businesses. The Chamber website (genevachamber.com) provides a business directory of current members and information on upcoming events, festivals and downtown activities.

Any individual or business committed to promoting the longevity of business economic vitality in Geneva and attracted to the myriad of benefits of Chamber membership is welcome to join. Membership information is available on the Chamber website or by phone 630-232-6060. The Geneva Chamber of Commerce is located at 8 South Third Street, Geneva, IL 60134.

City of Geneva and Chamber of Commerce Consumer Marketing Campaign

The City and the Chamber jointly collect consumer information for a consumer marketing database. Sign ups are taken at merchant front counters and at special event welcome/information tables. The database is used monthly to invite interested consumers back for Geneva events.

Geneva Mail and the City Newsletter geneva.il.us

To learn more about Geneva or to stay up to date on what is happening in the City, sign up for *GenevaMail*. To receive weekly information on City of Geneva activities and/or the quarterly newsletter, sign up via the links on the front page of the City website at geneva.il.us.

OTHER GOVERNMENTAL AGENCIES

Township Government genevatownship.com

Unless identified as tax exempt, real estate owners pay property taxes. The property tax rate is determined by local taxing districts and it is paid to the county tax collector in the year following the assessment. A history of the property tax assessment on all Geneva Township properties can be found on the township website. Questions should be directed to:

Geneva Township Assessor's Office
400 Wheeler Drive
Geneva, IL 60134
630-232-3604

Kane County Government co.kane.il.us/coc

Business Registration. State law *requires* each business to register with the County Clerk from each county the business will operate in. Contact the:

Kane County Clerk's Office
719 S. Batavia Ave., Building "A"
Geneva, IL 60134
630-232-5950

Health Inspections. All restaurants and/or establishments involved in the preparation or sale of food need to submit plans and pass inspection by the County Health Department. For further detail, see the "Restaurant Start-up Checklist" on page 11.

Other inspections are tailored to specific businesses. For instance, septic systems and wells must be inspected by the Kane County Environmental Health Department, 630-208-3801. More information on Kane County may be obtained from:

Department of Development and Community Services
County of Kane
719 S. Batavia Avenue, Building "A"
Geneva, IL 60134
630-232-3480
kanehealth.com

Kane County Department of Transportation Permits and Traffic Impact Fees. The Kane County Department of Transportation (KDOT) issues permits for access on County Roads (including Keslinger, Randall, and Kirk). Contact the Permit Division at 630-584-1171. co.kane.il.us/DOT/permits.aspx

KDOT assesses a traffic impact fee on all commercial projects built in the county. Contact the Impact Fee Program Coordinator at 630-845-3798.

Kane County Division of Transportation
41W011 Burlington Road
St. Charles, IL 60175
630-584-1170

Bad Check Restitution Program hotchecks.net/kane

The Kane County State's Attorney has implemented the Bad Check Restitution Program to assist merchants and citizens with bad check losses. The program is designed to obtain full restitution for the victims without adding to the financial burden of the criminal justice system. The first step is to make personal contact with the check writer. If you are unsuccessful, send a courtesy notice. The check writer has ten days to respond and remit payment. If you do not hear from the check writer or receive payment, contact a representative at the Kane County State's Attorney Bad Check Restitution Program at (888) 616-6478 to determine if the check is eligible for the program. They will provide detailed instructions as to how to proceed with the restitution process.

BUSINESS START-UP ASSISTANCE

Research at the Geneva Public Library gpld.org

The Geneva Public Library (GPL) has resources to help you promote the growth of your business. Geneva business owners can apply for a Business Owner's Card to gain access to library amenities. The reference librarian is available for personalized attention regarding social media including Pinterest, Facebook, LinkedIn, Twitter, and more. The GPL has access to many business resources and databases.

Small Business Administration sba.gov

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.

Small Business Development Center at WCC

waubonsee.edu/learning/business/sbdc/

Waubonsee Community College's Small Business Development Center offers assistance to current and potential small business owners, as well as a classes on a variety of small business topics including business plan development, marketing, social media, accounting and financial management. Business owners can also access industry and marketing databases, or participate in mastermind peer groups. For more information contact:

Illinois Small Business Development Center
18 S. River Road
Aurora, IL 60506
630-906-4143
sbdc@waubonsee.edu

SCORE Program scorefoxvalley.org

The Small Business Administration (SBA) sponsors the Service Core of Retired Executives (SCORE) program. The SCORE program can assist you with every aspect of starting and growing your business, including developing a business plan, obtaining financing, and marketing products and services here and abroad. SCORE counselors are both retirees and active entrepreneurs owning and operating their own business. Entrepreneurs may visit any of the 14 SCORE locations in the Fox Valley. To schedule an appointment for this free counseling service, contact a SCORE Counselor at:

1444 N. Farnsworth Avenue
Aurora, IL 60505
630-375-6026

WORKFORCE DEVELOPMENT AND JOB POSTING OPPORTUNITIES

Fox Valley Career Center foxvalleycc.org

Geneva High School participates in the Fox Valley Career Center a program offering applied academic and technological experiences for Junior and Senior Level students. Class work is coordinated with programming at Waubonsee Community College, allowing students to earn college credits while in high school. The campus is at Kaneland High School

47W326 Keslinger Road
Kaneville, IL. 60151
630-365-5113 / Fax: 630-365-9088

Geneva School District 304 geneva304.org

The Geneva School District offers opportunities for vocational partnering between students and business enterprises to better prepare students for careers and ongoing education. These opportunities include internship and job shadowing opportunities. Contact Communication Coordinator, School District 304, 630-463-3011.

Illinois Job Link

illinoisjoblink.illinois.gov/ada/

Register your company and list job openings and skills required and gain access to their database of available, qualified job seekers. An automated computer match will search thousands of job seekers' skills and experience to locate the best qualified individuals.

30 DuPage Court
Elgin, IL 60120
847-888-7900

2 Smoke Tree Plaza
North Aurora, IL 60542
630-244-5631

Kane County Department of Employment and Education (KCDEE) kcdee.org

Workers are eligible for services such as job search assistance, resume writing, specialized training, access to educational programs and career assessment.

One Smoketree Plaza
North Aurora, IL 60542
630-966-1435

Mid Valley Special Education Cooperative

mvse.org

In conjunction with Mid-Valley Special Education Cooperative, Geneva High School is one of five school districts who partner with local businesses to provide training and supported employment to students with disabilities throughout the school year. Vocational skills taught through the SAIL program prepare students by developing skills for the workplace.

1304 Ronzheimer Avenue
St. Charles, IL 60174
630-513-4400

River Valley Workforce Investment Board

rivervalleywib.org

The River Valley Workforce Investment Board plays a role in the economic development of Kane, Kendall and DeKalb Counties. The Board provides a comprehensive and easily accessed system that supports the development of a skilled, well qualified workforce.

One Smoketree Plaza
North Aurora, IL 60542
630-859-9923

Valley Education for Employment Systems (VALEES)

valees.org

VALEES is a regional delivery system established by the Illinois State Board of Education which promotes local businesses and industry partnerships with education at all levels.

Route 47 and Waubonsee Drive
Sugar Grove, IL 60554
630-466-2905

Valley Industrial Association

valleyindustrialassociation.org

The VIA is a member driven organization that addresses the special interests of manufacturers and businesses in Northern Illinois that serve manufacturers in the Fox Valley area.

2111 Plum Street, Suite 372
Aurora, IL 60506
Phone: 630-892-4228 / Fax: 630-892-4280

Waubonsee Community College waubonsee.edu

Waubonsee has the expertise and experience to provide comprehensive training solutions designed to enhance workforce skills and performance. We are able to offer both individual professional development at one of our four campus locations and customized training solutions delivered at your convenience and location.

Workforce Development
18 S. River St.
Aurora, IL 60506
630-906-4152
wfd@waubonsee.edu

STARTING A BUSINESS IN ILLINOIS - ASSISTANCE ON THE STATE WEBSITE

The State of Illinois provides new business owners with a very comprehensive guide to starting and operating a business in Illinois. The *Starting a Business in Illinois* Handbook and many useful documents are found in the "Run a Business tab" at www.illinois.gov/business.

- Starting Out - tasks such as determining the structure of your business (S Corporation, LLC, etc.)
- Registering a Business and/or Obtaining a Business License
- Links to obtain workplace posters
- Links to on-line reporting with State agencies
- Professional license renewals
- Protecting Inventions, Products and Logos
- One stop page for links to pertinent State Departments related to business regulation

If you have any questions, contact the First Stop Business Information Center of Illinois at 800-252-2933.

STATE AND FEDERAL REGULATIONS AND ASSISTANCE

State of Illinois Department of Commerce and Economic Opportunity illinoisbiz.biz/dceo

The State of Illinois has extensive websites for each departments. Many resources from several State departments are available to help start a business; Illinois data and statistics; Registration, license, and permit info; Illinois laws and regulations; business forms, and other resources are compiled here: illinois.gov/business/Pages/default.aspx

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 illinoisbiz.biz which is the site of the State Department of Commerce and Economic Opportunity (DCEO). An excellent resource for general business information is the DCEO Handbook, *Starting a Business in Illinois,* which includes a feasibility checklist and a business plan outline.

DCEO Office of Entrepreneurship, Innovation & Technology ienconnect.com

DCEO's Office of Entrepreneurship, Innovation & Technology has a network of experts and tools to transform your business into an appealing investment for lenders. With locations across the state, the IEN Network is helping to diversify local economies, commercialize technologies, create jobs and build wealth statewide through a strong and highly structured public-private partnership. To find out how IEN can serve your business needs, Visit online at ienconnect.com or call 1-800-252-2923.

Start-Up Incentives

illinois.gov/business/Pages/financetaxes.aspx

Illinois enjoys a diverse and potent economy. Small business tax incentives such as Enterprise Zones and other programs are found at this link. Learn more about Illinois business incentives and programs online or by calling 800-252-2923.

Business Registration

illinois.gov/Business/pages/registration.aspx

If the name of a business is different from the owner(s) exact, full, legal name(s), the Illinois Assumed Name Act requires Sole Proprietorships and Partnerships to register with the office of the city or county clerk where the business is located.

Under the Illinois Revised Uniform Limited Partnership Act of 1986, limited partnership filings became centralized with the Secretary of State. The Division has a Chicago office, which should only be used for filing purposes. Contact the Limited Partnership Division at:

17 North State, Room 1137
Chicago, IL 60602
312-793-2872 / TDD: 800-252-2904

A Limited Liability Company (LLC) is the non-corporate form of doing business that provides its owners with limited liability, flow-through tax treatment and operating flexibility through participation in management of the business. For a packet containing organization information, write or call:

Limited Liability Company Division
Room 359, Howlett Building
Springfield, IL 62756
217-524-8008 / TDD: 800-252-2904

Corporations and S Corporations must register with the Secretary of State's Office. Booklets are available upon request on organizing domestic corporations (headquartered out of state or out of the country). Contact the Secretary of State at:

Business Services
17 North State, Room 1137
Chicago, IL 60602
312-793-3380 / TDD: 800-252-2904

For assistance in determining the best form of business organization for you, contact the Waubonsee Community College Small Business Development Center at 630-906-4143.

Illinois Unemployment Insurance ides.illinois.gov

Every newly created employing unit must register with the Illinois Department of Employment Security (IDES) within 30 days of start-up. Use the UI-1 form, "Report to Determine Liability Under the Illinois Unemployment Insurance Act". Work with IDES to identify your level of contribution.

Effective October 1, 1998, state and federal laws require all employers to report each new and rehired employee to a state Directory of New Hires (20 Illinois Compiled Statute 1020, and section 313, Personal Responsibility Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A). Information on this and other reporting requirements as you run your business are found at taxnet.ides.state.il.us. Contact IDES at:

Illinois Department of Employment Security
Unemployment Insurance Division
401 South State Street
Chicago, IL 60605
312-793-4880 / TDD: 312-793-9350

Workers' Compensation iwcc.il.gov

All employers must provide workers' compensation to cover employee's accidental death, injury or occupational diseases arising out of the course of employment. Workers' Compensation coverage is most commonly arranged through private firms or agents. Annual premiums are based on company payroll, loss experience and type of business. Temporary workers who receive no other company benefits must be covered under Worker's Compensation. For further information contact:

Illinois Industrial Commission
100 East Randolph, 8-200
Chicago, IL 60606
312-814-6611 / TDD: 312-814-2959

Poster Display, Labor Law, Minimum Wage, and other Requirements from the State Department of Labor

state.il.us/agency/idol

Federal and state laws require certain posters be displayed on premises to inform employees of their Workers' Compensation rights and benefits. Different posters are required depending on the number you employ. Information is available at state.il.us/agency/idol/Posters/poster.htm.

Businesses also must comply with the Illinois Wage Payment and Collection Act, Minimum Wage Law, Six Day Work Week Law, Child Labor Law and the Toxic Substance Disclosure Law. 217-782-6206 or 312-793-2800. News on changing laws can be found at: state.il.us/agency/idol/.

State Taxes and Business Registration

revenue.state.il.us

Businesses conducting business in Illinois or with Illinois customers must register their business; this can be done online at revenue.state.il.us/taxforms/Reg/REG-1.pdf or call 800-356-6302 for assistance. You can choose to register for state trademark through the Secretary of State website at: cyberdriveillinois.com.

If you plan to hire employees, buy or sell products wholesale or retail, or manufacture goods, you must register with the Illinois Department of Revenue (IDOR). Your reports are then made monthly to the state. Retailers must obtain an Illinois Business Tax identification number (IBT) and report this number to the City Economic Development Department. The City reviews IBT numbers on a regular basis to ensure sales tax is collected from businesses operating in Geneva.

An IDOR registration kit can be obtained on the State Department of Revenue (IDOR) website, by contacting IDOR at 800-732-8866, TDD: 800-544-5306 or by writing or visiting the Illinois Department of Revenue at:

100 West Randolph, Suite C-300
Chicago, Illinois 60601
Voice: 800-732-8866 / TDD: 800-544-5304
revenue.state.il.us/Businesses/register.htm

Federal Taxes irs.gov

General Partnerships, Limited Partnerships, Limited Liability Partnerships, Limited Liability Companies, Corporations and S Corporations all must have a Federal Employer Identification Number (FEIN). Sole Proprietors that DO NOT pay wages to one or more employee(s) or file excise tax returns (including returns for alcohol, tobacco or firearms sales) may use his or her social security number. Otherwise, Sole Proprietorships must have a FEIN. The Internal Revenue Service has criteria for determining whether a worker is an employee or an independent contractor as well as a Tax Guide for Small Businesses and various registration forms. For free tax info, call or write:

Internal Revenue Service Forms Distribution Center
1201 N. Mitsubishi Motorway
Bloomington, IL 61705-6133
800-829-3676 / TDD: 800-829-4933

Occupational Health and Safety osha.gov

Employers are responsible for providing a safe and healthful workplace for their employees. OSHA's role is to assure the safety and health of America's workers by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual improvement in workplace safety and health. OSHA's Small Business Handbook is available at osha.gov/Publications/smallbusiness/small-business.html.

Illinois Small Business Development Association

ilsmallbizadvisor.biz

The purpose of the Illinois Small Business Development Association (ISBDA) is to support by education, training, assistance and research for the staff of its member organizations and to promote the programs and services of its member organizations and to increase the competitiveness, profitability and growth of Illinois business in a global economy. Visiting this website you will be able to identify resources able to help you with import/export and government procurement work. The site will help you identify rules and regulations which will affect your business.

RESTAURANT START-UP CHECKLIST

The following resources have been assembled as a guide when you are considering restaurant locations in Geneva. It may not be totally inclusive or answer all your questions, but will point you in the right direction.

Available Property: For a listing of available properties in Geneva, call the Economic Development Department at 630-232-7449 or look on line at geneva.il.us.

Zoning: To determine if the zoning for your property allows your contemplated use, contact the Community Development Department at 630-232-0818. Any restaurant located within an area zoned "B3 Business District" requires a special use review and permit.

Kane County Health Department Permits (KCHD): Upon request, the KCHD will send you a Food Service Construction Requirements booklet along with a Plan Review packet. Construction cannot occur without a plan review approval from KCHD. For more info, call 630-444-3040. Below is a list of some of the items the county health department will request from you.

- ☐ Equipment layout
- ☐ Elevation drawing
- ☐ Plumbing layout
- ☐ Kitchen exhaust ventilation plans
- ☐ Copy of proposed menu
- ☐ Appropriate plan review fee

Food Sanitation Training: The State of Illinois requires all food service establishments to be under the supervision of a Food Service Sanitation Manager Certificate (FSSMC). Also, employees not certified must have a Basic Food Handler training that is ANSI approved. Contact the Kane County Health Department at 630-444-3040 for more information on this requirement.

Signage: Permits for permanent and temporary signs are obtained through the Building and Zoning Department. For more information call the Building and Zoning Division at 630-262-0280. If site is located within the Historic District, please contact Historic Preservation Planner at 630-938-4541.

Bathrooms: The Geneva City Code sets forth requirements on the number of bathrooms and plumbing fixtures that must be provided in buildings. For more information call the Building and Zoning Division at 630-262-0280.

Outdoor/Cafe seating: In Geneva, outdoor dining areas located on *public* right-of-way require a license. No license is required for outdoor dining on private property when there is no alcohol service. Alcohol service at outdoor seating on private property requires a liquor license. For more information contact the Building and Zoning Division at 630-262-0280.

Business Licensing: City license requirements for restaurants and food establishments is found in Title 4, Chapter 6 of the City Municipal code at www.geneva.il.us. Contact the City Administrator's Office at 630-938-4544 with questions.

Liquor Licensing: Certain types of liquor licenses are granted with the consent of the City Council; all types are reviewed by the Geneva Police Department and Liquor Commissioner. Liquor Licensing info is found in Title 4, Chapter 2 of the City Municipal Code found at geneva.il.us. Contact the City Administrator's Office at 630-938-4544 with questions.

Drive-through: In Geneva, a drive-through facility requires a special use permit. For more information contact the Building and Zoning Division at 630-262-0280.

Grease trap: A grease trap with outside access will be required for new facilities. Existing grease traps will be inspected to meet code requirements. For more information, contact the Water Treatment Department regarding the Pretreatment program at 630-232-1501.

Emergency Exits and Building Sprinkler Systems: A minimum of two exits, remote from each other, is required for a capacity of 500 people or less. Since emergency exists are a public safety issue, the Fire Department should be contacted at 630-232-2530 to clarify requirements before designing your project.

Fire Separation: In buildings without a fire sprinkler system, a one-hour separation wall is required between the following rooms: kitchen, storage area, janitor's closet, mechanical rooms and boiler room. This requirement is based on the fact that most fires occur in these areas. For more information call the Fire Department at 630-232-2530.

Alarm System: The Police Department requires information on emergency contacts during and after business hours. Contact the Police Department's Crime Prevention Officer at 630-232-4736. The Crime Prevention Officer also offers security surveys, crime prevention presentations, and literature specifically designed for the business community.

Culinary Management Program: Elgin Community College and College of DuPage both offer classes in culinary skills and Restaurant Management. For more information contact the ECC at 847-214-7814, or COD at 630-942-2592.

National Restaurant Association (NRA): The NRA is a membership organization and a resource for restaurateurs. The National Restaurant Association sells publications on business plans, feasibility studies, and more. The NRA also offers food sanitation certification classes. For information contact the National Restaurant Association at 800-424-5156, or visit their web site at restaurant.org.

Useful Contact Information

City of Geneva

City Hall	630-232-7494
22 S. First St., Geneva, IL 60134	
City Administrators Office	630-262-8495
Community Development	630-232-0818
Economic Development	630-232-7449
Business Development Specialist	630-845-9654
Building & Zoning Division	
City Hall, Entrance at 109 James Street	630-262-0280
Finance Dept. (Utility accounts /Billing)	630-232-0854
15 S. First St., Geneva, IL 60134	
Public Works Department	630-232-1501
1800 South St., Geneva, IL 60134	
Electric Utility	630-232-1503
Engineering	630-232-1501
Utilities	630-232-0854
Police Department (non emergency)	630-232-4736
20 Police Plaza, Geneva, IL 60134	
Fire Department (non emergency)	630-232-2530
Station # 1 - 200 East Side Dr., Geneva, IL 60134	
Station # 2 - 2530 Fargo Blvd., Geneva, IL 60134	
Kane County	
County Clerk	630-232-5950
Division of Transportation (KDOT)	630-584-1170
Economic Development	630-208-5350
Health Department	630-897-1124
Geneva Chamber of Commerce, 8 S. Third St.	630-232-6060
Geneva Township, 400 Wheeler Dr.	630-232-3600
Geneva Park District, 710 Western Ave.	630-232-4542
Geneva Public Library, 127 James St.	630-232-0780
Geneva Post Office, 26 S. Third St.	630-232-6262
J.U.L.I.E. – www.illinois1call.com	800-892-0123
NICOR Gas	888-642-6748
NICOR Economic Development	630-983-8676
Waste Service/Allied Waste	630-892-9294
SBC	800-244-4444
Geneva Community School District #304	630-463-3000
Waubonsee Community College (WCC)	630-466-7900
WCC Small Business Development Center	630-906-4143

State of Illinois Agencies

Attorney General	illinoisattorneygeneral.gov
Commerce Commission	icc.illinois.gov
Department of Agriculture	agr.state.il.us
Dept. of Commerce/Economic Opportunity	illinoisbiz.biz
Dept. of Employment Security	ides.state.il.us
Dept. of Labor	state.il.us/agency/idol
Dept. of Professional Regulation	idfpr.state.il.us
Dept. of Revenue	tax.illinois.gov
Dept. of Transportation	dot.state.il.us
Environmental Protection Agency	epa.state.il.us
Industrial Commission	state.il.us/agency/iic
Secretary of State	cyberdriveillinois.com
State of Illinois	illinois.gov

Federal Agencies

Department of Justice/ Americans with Disabilities Act	ada.gov
Consumer Product Safety Commission	cpsc.gov
Department of Commerce	commerce.gov
Department of Labor	dol.gov
Department of State	state.gov
Federal Government Directory	usa.gov
Economic Development Administration	eda.gov
Environmental Protection Agency	epa.gov
Federal Emergency Management Agency	fema.gov
Internal Revenue Service	irs.gov
Occupational Health and Safety Administration	osha.gov
Small Business Administration	sba.gov
United States Census Bureau	census.gov

Other Resources

American Assoc. of Home Based Businesses	smallbusinessadvocate.com
Better Business Bureau	bbb.org
Chicago Metropolitan Agency for Planning	cmap.illinois.gov
Dun and Bradstreet	dnb.com
Employee Benefit Research Institute	ebri.org
Illinois Chamber of Commerce	ilchamber.org
Illinois Manufacturer's Association	ima-net.org
Illinois Restaurant Association	illinoisrestaurants.org
Illinois Retail Merchants Association	irma.org
International Council of Shopping Centers	icsc.org
National Association for the Self-Employed	nase.org
National Business Association	nationalbusiness.org
National Business Incubation Association	nbia.org
National Federation of Independent Business	nfib.com
National Minority Business Council	nmbc.org
National Restaurant Association	restaurant.org
SCORE - Fox Valley Chapter	scorefoxvalley.org
United States Chamber of Commerce	uschamber.com

Who to call about...

Annual Licenses: Contact the City Administrator's Office at 630-938-4544

Opening or Expanding Your Business in Geneva: Contact the Economic Development Department at 630-232-7449

Building Issues: Construction permits, inspections, code issues, contact Building and Zoning Division at 630-262-0280

Hazardous Materials: Contact Public Works about participation in the industrial pre-treatment program at 630-232-1501

New Development: Annexations, subdivisions, zoning changes, historic preservation -- contact the Planning Division at 630-232-0871

Truck Permits: For overweight or oversized trucks, contact Public Works at 630-232-1501

Utility Service: Contact Utility Billing at 630-232-0854.