

# City of Geneva

## BUSINESS RESOURCE GUIDE

Compiled by the Economic Development Department, City of Geneva



### Welcome to the City of Geneva!

Welcome! We are so glad you are considering Geneva as a business location. The City of Geneva Economic Development Department has compiled this information on the City Departments you will work with when opening your business in the City of Geneva. Services include – Help identifying your best location; Planning & Zoning; Building Inspection & obtaining your “Certificate of Occupancy;” Public Works programs & utility connections; Fire & Police services; business licensing; and more. In addition to City services you will find a list of county, state, township, and federal resources.

*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. When in doubt, consult a professional regarding the topic in question.*



The City of Geneva municipal offices are located at 22 South First Street, Geneva, Illinois, 60134.

Geneva’s character is found in our historic architecture and adaptive re-use of historic buildings, graceful trees, dedication to landscaping, and abundant open space. The City is home to over 300 acres of parkland (30 parks), the 580 acre Prairie Green Preserve, 497 acres of Kane County Forest Preserves, and 2 golf courses.

Geneva citizens are actively involved in decision-making through a wide range of City commissions and civic organizations. Our healthy business climate is augmented and maintained through initiatives between the Geneva Chamber of Commerce, Geneva Downtown Partnership, Cultural Arts Commission, and our Citizen’s Strategic Planning Advisory Committee.

You’ll find Geneva truly remains a small town with a strong sense of community. We encourage you to get involved with the many groups actively working together to build and strengthen Geneva. With festivals and events every month, downtown Geneva is a place to connect with others, whether for a cup of coffee, fine dining, pizza with the family, shopping, or an afternoon browsing the art galleries. Stop in any business and you will know Geneva is a welcoming place, offering professional opportunities. 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.*

A wide range of business locations with retail, industrial, and office opportunities is found throughout Geneva. Over 1000 businesses 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 City of Geneva Economic Development Department works to ensure a positive business climate so that existing City of Geneva businesses will choose to expand, and new businesses will invest in the City of Geneva. For each of the following services you can call the Economic Development Department at (630) 232-7449, or find these publications online at [www.geneva.il.us](http://www.geneva.il.us).

**Statistics.** To help you as you write a business plan and seek financing, we regularly compile the community profile, demographics, and various statistics such as daytime population, local spending power, housing starts, and sales tax receipts.

**Available Sites.** We maintain our list of available vacant land and commercial / industrial buildings with the help of local property owners and realtors. This service is available to business owners (and property owners) upon request at no cost. View the sites database online, or call (630) 232-7449 for a customized report.

**Help Publicize Your Business.** Contact the EDD for a listing of local media, helpful when publicizing business news. The EDD also maintains a list of annual events and tourist-oriented activities which afford you publicity opportunities.

The Department maintains a database of Geneva employers which is used internally and not sold. The list is used by the City to communicate with the business community, to promote businesses on the internet, and to refer callers seeking local goods and services. Registration forms for the database can be picked up from the Economic Development Department, when you fill out an application for City utilities, or when obtaining your building permit and/or Certificate of Occupancy.

“Geneva’s diverse selection of boutique merchants and restaurants in a picturesque river setting filled with vintage homes and buildings has created a unique destination attractive to travelers from around the world. *The Herrington Inn and Spa* adds to and directly benefits from this mix of ingredients and our guests look forward to returning to and experiencing all that Geneva has to offer.”

*Paul Ruby, General Manager  
The Herrington Inn and Spa*

“As a service industry and retail shop owner of 16 years in a nearby community, it was difficult to make the decision to relocate. Finally, I decided to take the plunge and go to Geneva, a community noted for its diverse retail shops set in a charming, historical and yet vibrant downtown. That was the best decision in years. We were warmly welcomed by the City, the residents and the Chamber of Commerce. Traffic in my business has increased ten-fold and sales are up 43%. After two years in Geneva the warm welcome continues and the creative opportunities presented to independent businesses grow and improve. Geneva gets it!”

*Debra Phillips, Owner  
Scentimental Gardens*

“Our 41 year old family retail business has grown and prospered through the years. We are grateful for the support of dedicated individuals who contribute to a thriving and growing downtown community.”

*Lisa Carlson Nelson, Co-Owner  
Carlson’s Fine Rugs & Floorcoverings*

## COMMUNITY DEVELOPMENT DEPARTMENT (CDD) SERVICES

### Zoning, Subdivisions, and Planned Unit Developments

The Community Development Department includes the Planning Division and the Building and Zoning Division. When selecting a location in the City of Geneva, it is important to verify the zoning classification of the property *prior to signing a lease* to insure that the business use is allowed. In some locations, such as downtown, the City’s zoning map and zoning ordinance will explain what uses are permitted by right, or special use. In other locations, where a “Planned Unit Development” (PUD) has been approved, you may need assistance with zoning and permitted uses, or to understand allowed signage. To verify zoning, or to discuss changes to either the zoning map or zoning ordinance text, please contact the Planning Division at (630) 232-0818.

The City zoning code is found online at [www.geneva.il.us](http://www.geneva.il.us). Each zoning class contains a list of 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; these permits require Plan Commission review.

### Historic Preservation

Any proposed exterior improvements and signage proposed for businesses locating within the downtown historic district or in historic landmarks will require review by the Historic Preservation Commission. For more information, please contact the Historic Preservation Planner at (630) 938-4541.

### Site Plan

Site plan review of all non-residential projects is required. The City Planner will facilitate review by the City Plan Commission. Projects in the downtown that seek a waiver of any parking requirements are also reviewed by the Geneva Downtown Partnership. The City Planner will identify the needed review during your review process; call (630) 232-0814 for more information.

### Pre-Design Conference

Not all existing buildings meet current safety codes. As a service, representatives from the Fire Department and Building Department offer an on-site visit. The Pre-Design Conference Review allows the business owner to walk through a building with City officials and discuss building code requirements for a proposed project. You can request this on-site visit as you consider purchase of a building, signing a lease, or contemplate improvements to property you already own. The building code is found online at [www.geneva.il.us](http://www.geneva.il.us). A link to all Geneva amendments are found at <http://www.geneva.il.us/fd/fireprevention/bldgcode.htm>

## CURRENT 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 - 2006
- IBC (with local amendments) - 2003
- IRC (with local amendments) - 2006
- 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 - 2008
- Life Safety Code - 2003

### Change of Use and Change of Occupancy

Before any business can occupy a property or open for business in Geneva, a “Change of Occupancy” permit must be obtained. *(If a permit from the building division has been issued, this will serve as the Change of Occupancy permit – after a successful final inspection.)* If a change of use is proposed for the building (as defined by the building fire codes) additional health and safety regulations may apply.

### Building Permits

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 call both the Building and Fire Departments for all required inspections. After a successful final inspection you will receive your “Certificate of Occupancy.”

### Building Permit Pre-Submittal Meeting

If you are applying for a building permit for new commercial construction, the City suggests a planning meeting to make sure that plans to be submitted for a permit do not have any major deficiencies which would slow review time. Technical staff from the City’s Building, Electric, Engineering, and Fire Departments attend the Plan Submittal meeting as needed. This meeting differs from the Pre-Application meeting in that the focus is more on code issues. Construction drawings are required. For more information, contact the Building Division at (630) 262-0280.

### Signage

Permits for permanent and temporary signs are required. Permits are issued by the Building Department. For more information regarding signage contact the Building Department at (630) 262-0280, or view online on the City of Geneva website.

### Tree Protection

The City of Geneva has received national recognition by being 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 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 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 information on wetland mitigation credit sales.

## PUBLIC WORKS AND UTILITY SERVICES

### Water - Sewer - Electric - Utility Bills

Utility Billing is a part of the Finance Department. To order or change an existing water, sewer, or electric service billing record, or to confirm a new service billing, contact Utility Billing at (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 on 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, [www.countyofkane.org](http://www.countyofkane.org). For more information, contact the City Engineer at (630) 232-1501.

### 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 at 4000 Keslinger. For more information regarding water contact the Water Division of Public Works at (630) 232-1501.

### Wastewater Treatment Services Division

City wastewater treatment is achieved at the facility located at 602 Crissey. 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.

"I chose Geneva for *About Home* because of the charming and well preserved downtown and supportive climate for business, from the City to the Geneva Chamber of Commerce. Special activities and events sponsored by various Geneva entities are beneficial to my business. Geneva is in close proximity to large population bases that fit the best demographic for potential customers."

*Mary Cleary, Owner  
About Home*

"In 1994 *Fox Valley Orthopaedic Institute* decided to locate in Geneva. Since then, Geneva has contributed to our growth from five physicians and thirty thousand feet of real estate to our current practice comprised of fourteen physicians utilizing sixty thousand feet of real estate space."

*Mary O'Brien, CEO  
Fox Valley Orthopaedic Institute*

"*Erday's Clothiers* is celebrating its 83rd Anniversary this year. downtown Geneva and the rest of the community are a big part of our success. We believe in our downtown and feel that Geneva offers shoppers and visitors a very unique and enjoyable shopping experience that is hard to find anywhere else."

*Robert Erday, Co-Owner  
Erday's Clothiers*

"*Johnson Controls* has been a member of the Geneva Community since 1961. We appreciate the continuous support of the community as well as the City's excellent services."

*Adalbert Jimenez, Plant Manager  
Johnson Controls*

### **Hazardous Material**

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

### **Geneva Municipal Electric Utility**

To maintain the City's low rates, property owners participate in 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. You can contact the Electric Division at (630) 232-1503 for information.

## **PUBLIC SAFETY SERVICES**

### **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. Regardless if you are constructing a single building or an industrial park, we are on board to provide the information you need throughout the development process.

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 Geneva Fire Department utilizes the 2003 International Building Code (IBC), International Fire Code (IFC) and Life Safety Code. For your convenience, the Geneva Fire Prevention and Building Code amendments are available online at: [www.geneva.il.us/fd/fireprevention/pre-plans.htm](http://www.geneva.il.us/fd/fireprevention/pre-plans.htm). The Fire Department may be contacted at (630) 232-2530.

### **Fire and Burglar Alarm Systems**

These alert systems require registration and permit through the Public Safety Department of 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 and the Fire Department at (630) 232-2530. The end connection for the alarm may end up at Tri-Com or could hook up to a private company (if it meets Fire Department Requirements).

### **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. In addition to completing the alarm permit form, the business owners/residents will need to provide up-to-date keyholder/contact person information to Tri-Com (local dispatch). Any questions in reference

to the alarm program should be directed to Cathy Baldwin at (630) 232-4736. All other questions and concerns can be answered by contacting the non-emergency telephone number, (630) 232-4736.

### 911 Service

To install an alarm system with direct hook-up to the Emergency Dispatch Center, contact Tri-Com at (630) 232-4739. Tri-Com is located at:

3823 Karl Madsen Drive  
St. Charles, IL 60175

## COLLABORATIVE MARKETING

### Geneva Downtown Partnership [www.genevadowntown.org](http://www.genevadowntown.org)

The Geneva Downtown Partnership Committee (GDP) is appointed by the Mayor with a direction to provide recommendation to the Council on policies which will enhance Geneva's vibrant historic downtown. The health of our historic downtown and the unique shops and businesses which serve both local and out-of-town visitors are a priority for the City. The City of Geneva has adopted ordinances to ensure that the business district remains an attractive destination. The GDP oversees a Façade Improvement Grant Program which can provide up to \$5,000 in grant funds for exterior improvements. Sign grants allow for up to \$500 in funding for new signs.

Several sub-committees of the GDP meet monthly to plan and produce retail events, downtown promotions, and provide business mentoring and assistance. Working together, Geneva business owners are involved in planning and staging events year round. Business owners also leverage marketing funds through co-operative advertising programs. If you would like to receive our weekly business newsletter which outlines ongoing business promotions and planning meetings, contact the Economic Development Department at (630) 232-7449.

The City of Geneva Economic Development Department produces the directory maps found throughout the downtown. When a Change of Occupancy permit is submitted your information will be entered into the Department's employer database and your business is automatically included in the next printing of these directory maps.

### Geneva Chamber of Commerce [www.genevachamber.com](http://www.genevachamber.com)

Membership with the Geneva Chamber of Commerce is an affiliation that puts networking, professional assistance, marketing opportunities, and local cooperation at the fingertips of business owners. The Chamber integrates local organizations with each other and the community, as well as works year-round to promote tourism and increase commerce in Geneva. Chamber members are updated with the monthly newsletter, *The Soundings*, for current information about chamber businesses and are invited to attend a variety of monthly meetings that address issues affecting their organization and Geneva

commerce as a whole.

The Geneva Chamber of Commerce website is updated with a list of current members, and an extensive guide to events and activities brewing downtown. Any individual or business committed to promoting the longevity of business in Geneva and interested in receiving the benefits of Chamber membership is welcome to join. The Geneva Chamber of Commerce is located at:

8 South Third Street  
Geneva, IL 60134  
(630) 232-6060

### Geneva Mail

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, send your request via e-mail to [GenevaMail@geneva.il.us](mailto:GenevaMail@geneva.il.us).

### Community Calendar

The City maintains a community calendar on the City website, listing events of general interest to the community including festivals, events, and City meetings. Events are submitted for posting according to the policy posted on the website. Click on "events and meeting schedules" at the bottom of the City website: [www.geneva.il.us](http://www.geneva.il.us).

## OTHER CITY SERVICES

### 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 a pool table. 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.

### Sales Tax Registration

Sales tax (retailers and service occupation taxes) in the City of Geneva is 7.5%. Qualifying goods, drugs, and medical 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. Collection and reporting of sales are handled by the Illinois Department of Revenue.

All businesses must file a report with the Illinois Department of Revenue (IDOR) for sales tax registration. Your *Illinois Business Tax (IBT) Number* is registered with the City Economic Development Department. An application form can be obtained from IDOR at [www.revenue.state.il.us](http://www.revenue.state.il.us), or by calling (217) 785-3707.

"I have owned a business in downtown Geneva for 32 years. During the course of that time I have had the opportunity to work with the City of Geneva, the Geneva Chamber of Commerce and other neighboring business owners. I have yet to have a poor experience. Having had businesses in seven separate locations in the Chicagoland area gives me a unique perspective on the three areas mentioned above.

The City of Geneva at every level runs like a top. The streets are clean and beautifully landscaped. The snow is removed immediately. The presence of City personnel to help with events and festivals creates an atmosphere of true enjoyment for all attendants, allowing the businesses to concentrate on customers. The building department is top notch. They work with you to provide solutions and solve problems, not to put up barriers."

*Gregory Giesche, Owner  
Giesche Shoes of Geneva*

"We purchased the *Mill Race Inn*, a landmark restaurant, in 2004. We are pleased beyond all expectation to work with a city that is so proactive in embracing new businesses. Between the City of Geneva, our dedicated Chamber of Commerce and all the residents, it is a pleasure to be involved in such a friendly and supportive community."

*Charles Roumeliotis, President  
Mill Race Inn*

## OTHER GOVERNMENTAL AGENCIES

### **Township Government** [www.genevatownship.com](http://www.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 regarding the assessment of a property should be directed to:

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

### **Kane County Government** [www.co.kane.il.us](http://www.co.kane.il.us)

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

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:

Director of Economic Development, County of Kane  
719 S. Batavia Avenue, Building "A"  
Geneva, IL 60134  
(630) 208-5350

### **Bad Check Restitution Program**

Bad checks written in Kane County, result in the loss of hundreds of thousands of dollars every year for area businesses. 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 (877) 841-4266 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** [www.geneva.lib.il.us](http://www.geneva.lib.il.us)

It is easy to begin researching business related topics at the Geneva Library. Popular resources such as business magazine articles and directories for identifying suppliers, potential customers, competitors, and major area employers are available with your library card through the library's site, [www.geneva.lib.il.us](http://www.geneva.lib.il.us). Your library card gives you access to premium Internet resources. Whether it is business plans, marketing, insurance, law, finance or management, consider the reference staff your research consultants and let them help you grow your business. Contact the library at [www.geneva.lib.il.us](http://www.geneva.lib.il.us) or by calling (630) 232-0780.

**Small Business Administration** [www.sba.gov](http://www.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 Waubensee Community College** [www.waubensee.edu/workforcedev/sbdc.php](http://www.waubensee.edu/workforcedev/sbdc.php)

Waubensee Community 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 more information contact:

Illinois Small Business Development Center  
5 East Galena Boulevard  
Aurora, IL 60506  
(630) 906-4143

**SCORE Program** [www.score.org](http://www.score.org)

The Geneva Chamber of Commerce and the Small Business Administration (SBA) sponsor 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 your products and services here and abroad. Appointments are the first, second, and third Wednesdays of every month between 1:00 and 3:00 p.m. and are held in the Geneva Chamber of Commerce office at 8 S. Third Street. To schedule an appointment for this free counseling service, contact a SCORE Counselor at (630) 584-8577. Additional SCORE information:

Fox Valley SCORE  
1444 North Farnsworth Avenue  
Aurora, IL 60505

**Fox Valley Micro Loan Fund** [www.fvmlf.org](http://www.fvmlf.org)

The Fox Valley Micro Loan Fund is dedicated to enabling small business development by providing loans up to \$50,000 to small business enterprises which are not eligible for conventional financing. FVMLF partners with area organizations that provide small business consulting and technical assistance; such as Illinois Small Business Development Center at Waubensee Community College and other area community colleges as well as SCORE to make sure that small businesses have the skills they need to grow their businesses. Additional FVMLF information:

28 North Grove Avenue, Suite 10  
Elgin, IL 60120  
(847) 608-9320

**JOB POSTING OPPORTUNITIES AND  
WORKFORCE DEVELOPMENT**

**Illinois Skills Match** [www.illinoisskillsmatch.com](http://www.illinoisskillsmatch.com)

Description: Register your company and list job openings and skills required and gain access to their database of available, qualified job seekers. After registration, an automated computer match will search thousands of job seekers' skills and experience to locate the best qualified individuals available with immediate referral. Contact Information:

30 DuPage Court	5 East Galena Boulevard
Elgin, IL 60120	Aurora, IL 60506
(847) 888-7900	(630) 906-4180

**CCJobNet.com** offers a free online job listing service.

**Waubensee Community College** [www.waubensee.edu](http://www.waubensee.edu)

Waubensee offers customized training, career services, professional development and on-campus job fairs.

Career Service Center  
Route 47 at Waubensee Drive  
Building A, Room 118  
Sugar Grove, IL 60554  
(630) 466-7900 x2368

**Fox Valley Career Center** [www.foxvalleycc.org](http://www.foxvalleycc.org)

Geneva High School is one of six local high schools that participate in the Fox Valley Career Center (FVCC). The program offers applied academic and technological experiences for Junior and Senior Level students. Classwork is coordinated with programming at Waubensee Community College, allowing students to earn college credits while in high school. Programming is offered at Kaneland High School in these curriculum areas: Automotive Technology, Computer Technology, Cosmetology, Early Childhood Education, Fire Science, Graphic Communications, Health Occupations, Horticulture, Law Enforcement/Criminal Justice, Building Trades, Small Engines, and Welding. The program enables students to explore career options, gain insights into a number of fields of employment, prepare for specific careers, and learn entry level skills necessary for these careers. Students travel to the Fox Valley Career Center via bus.

47W326 Keslinger Road  
Maple Park, IL 60151  
(630) 365-5113  
Fax: (630) 365-9088

**Kane County Department of Employment  
and Education (KCDEE)** [www.kcdee.org](http://www.kcdee.org)

Sponsored by the Illinois Department of Employment Security, KCDEE administers the Workforce Investment Act. Workers are eligible for services such as job search assistance, resume writing, specialized training, access to educational programs and career assessment. For more info, call (630) 966-1435.

“When looking for a location to open our chocolate shop twenty years ago we felt Geneva was a good mix. We had no idea how right we were! Geneva gave us the most loyal customers that are so proud of their downtown that they frequent our shop and show it off to all their friends and relatives. The city itself made us prosper. We now have two locations in downtown Geneva.”

*Robert Untiedt, President  
and Co-Owner  
Graham's Chocolates & Ice Cream*

“FONA International first became involved in Geneva when we purchased land in 2002. The Geneva Business Park was selected as our new home after reviewing 50 sites in the Chicago metropolitan area. It became apparent that we were welcome here when the Business Development group in Geneva took an active role in supporting our business needs and helped FONA make the right contacts as we planned and constructed our new facility. The Mayor and his staff have also been very supportive and involved as we dedicated the property. The planning, engineering and permit review process was timely and allowed FONA to produce a world-class business campus.”

*Terry Emmel, Vice-President and  
General Manager  
FONA International*

### **Geneva School District 304** [www.geneva304.org](http://www.geneva304.org)

In addition to a high-quality core curriculum, the Geneva School District offers educational opportunities for vocational partnering between students and business enterprises to better prepare students for careers and ongoing education. These opportunities include, but are not limited to, internship and job shadowing opportunities, job fairs and expos, and tours of local businesses. Contact Communication Coordinator, School District 304, (630) 463-3011.

### **Mid Valley Special Education Cooperative** [www.d303.org/schools/midvalley/index.htm](http://www.d303.org/schools/midvalley/index.htm)

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.

Mid Valley Special Education Cooperative  
1804 Ronzheimer Avenue  
St. Charles, IL 60174  
(630) 513-4400

### **Valley Education for Employment Systems (VALEES)** [www.valees.org](http://www.valees.org)

Valley Education for Employment Systems is a regional delivery system established by the Illinois State Board of Education (ISBE) which serves 17 school districts, two area career vocational centers, one special education cooperative and Waubensee Community College covering a five mile area. VALEES promotes local businesses and industry partnerships with education at all levels.

Building A, Room 116  
Route 47 and Waubensee Drive  
Sugar Grove, IL 60554  
(630) 466-2905

### **River Valley Workforce Investment Board** [www.rivervalleywib.org](http://www.rivervalleywib.org)

The River Valley Workforce Investment Board plays a key 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.

150 South Lincoln Way, Suite 200  
North Aurora, IL 60542  
(630) 859-9923  
info@rivervalleywib.org

## **STEP BY STEP GUIDE TO STARTING A BUSINESS IN ILLINOIS**

The State of Illinois provides new business owners with a comprehensive guide to starting and operating a business in Illinois. A Step-by-Step Guide for Starting a New Business is found on their website at: [www.business.illinois.gov/starting.cfm](http://www.business.illinois.gov/starting.cfm)

Beginning with the fundamentals of starting a new business, the Guide allows visitors to download documents and view instructions and legal requirements which explain the following procedures:

- Starting Out
- Registering a Business and/or Obtaining a Business License
- Determining the Structure of your Business (S Corporation, LLC, etc.)
- Responsibility to Employees
- Poster Display Requirements
- Protecting Inventions, Products and Logos
- Financial Assistance

If you have any questions, contact the First Stop Business Information Center of Illinois, or call (800) 252-2933, or TDD: (800) 785-6055 and a staff member will assist you.

**Valley Industrial Association** [www.VIAassn.org](http://www.VIAassn.org)

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

## STATE AND FEDERAL REGULATIONS AND ASSISTANCE

**State of Illinois Department of Commerce and Economic Opportunity** [www.illinoisbiz.biz](http://www.illinoisbiz.biz)

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](http://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](http://www.illinoisbiz.biz).

James R. Thompson Center  
100 West Randolph  
Chicago, IL 60601  
(312) 814-7179

### Federal Assistance

Similar assistance is found at the Federal level. To determine Federal licenses, permits, registrations and assistance programs, contact the Federal Information Center at (800) 688-9889.

**Start-Up Incentives** [www.business.illinois.gov/assistance.cfm](http://www.business.illinois.gov/assistance.cfm)

By providing entrepreneurs with a wealth of incentives to open their businesses here, Illinois enjoys a diverse and potent economy. With small business tax incentives such as Enterprise Zones and other programs, Illinois is devoted to giving its businesses the advantage in today's competitive marketplace. Learn more about the incentives and programs offered to business at [www.business.illinois.gov/assistance.cfm](http://www.business.illinois.gov/assistance.cfm) or by calling (800) 252-2923.

### Business Registration

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

**Illinois Unemployment Insurance** [www.ides.state.il.us](http://www.ides.state.il.us)

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". Employers can also register electronically through the Illinois TaxNet website: <https://taxnet.ides.state.il.us>. Most new employers are responsible for making contributions at the current rate of 0.8-7.2 percent of each worker's wages up to \$12,000 per calendar year. (There are other rates for certain industries such as construction, mining and agriculture.) You may also be liable if you acquire all or part of a business already subject to the Unemployment Insurance Act.

To determine liability, complete a "Report to Determine Liability" form and submit it to the Unemployment Insurance Revenue Division of Employment Security. If it is determined that you are liable, an account number will be assigned and reporting forms mailed to you each quarter. Reports and contributions are due no later than the last day of the month following the end of the calendar quarter. Reports must be filed quarterly listing the worker's wages, even if there is no contribution due because all of the workers have already reached the \$12,000 threshold. Call (800) 327-HIRE (4473) or e-mail questions to the New Hire Unit at [DES.NHire@illinois.gov](mailto:DES.NHire@illinois.gov).

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

**Workers' Compensation** [www.iwcc.il.gov](http://www.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 Requirements**

Federal and state laws require certain posters be displayed on premises to inform employees of their Workers' Compensation rights and benefits. Businesses with 15 or more employees must display the "Equal Opportunity Is THE LAW" poster, available from the Equal Opportunity Commission, (800) 669-6820. Businesses with one or more employee must display the "Occupational Safety and Health Administration's Safety" poster, "Family Medical Leave Act", "Fair Labor Standards Act", and the "Employee Polygraph Protection Act" posters.

These posters are available by contacting the U.S. Department of labor at (312) 353-012 or at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol). The Illinois Department of Labor (IDOL) requires employers to display the "Notice to Employers and Employees" poster which describes all IDOL and most state posting requirements for Illinois businesses.

**Labor Laws** [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol)

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. For information on these laws contact the IDOL at (217) 782-6206 or (312) 793-2800.

**State Taxes** [www.revenue.state.il.us](http://www.revenue.state.il.us)

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). Retailers must obtain an Illinois Business Tax identification number (IBT) and report this number to the City Economic Development Department. An IDOR registration kit can be obtained by contacting the Illinois Department of Revenue 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

**Federal Taxes** [www.irs.gov](http://www.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  
PO Box 8902  
Bloomington, IL 61702-8902  
(800) 829-3676  
TDD: (800) 544-4059

**Occupational Health and Safety** [www.osha.gov](http://www.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 [www.osha.gov/Publications/small-business/small-business.html](http://www.osha.gov/Publications/small-business/small-business.html).

**Illinois Small Business Development Association**

[www.growilbiz.org](http://www.growilbiz.org)

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.

**Minority and Women Owned Business Development**

Also available to new or expanding entrepreneurs are the Offices of Minority and Women's Business Development which responds to individual, local and regional advocacy needs of those business populations. Information on any Network participant or the Offices of Minority and Women's Business Development is available by contacting the DCEO's Business Assistance line at (800) 252-2923.

## RESTAURANT START-UP CHECKLIST

The following resources have been assembled as a guide when you consider restaurant locations in Geneva, Illinois. 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.

**Zoning:** To determine the appropriate zoning for the property in question, contact the Building Department at (630) 262-0280. Any restaurant in the B3 zoning area requires a special use review and permit.

### **Kane County Health Department Permits (KCHD):**

Upon request, the KCHD will send you a construction equipment booklet. Construction cannot occur without approved plans from KCHD. For more information, call (630) 208-3801. Below is a list of some of the items the county will request from you.

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

**Food Sanitation Certification:** The State of Illinois requires all food service establishments to be under the supervision of a certified food service sanitation manager. For more information contact the Kane County Health Department at (630) 208-3801, or. The State of Illinois Department of Public Health may be reached at (630) 293-6800.

**Drive-through:** In Geneva, a drive-through requires a special use permit. For more information contact the Building Department at (630) 262-0280.

**Outdoor/Cafe seating:** In Geneva, outdoor dining areas with table wait service require a special use permit. For more information contact the Building Department at (630) 262-0280.

**Liquor:** Liquor licenses are granted with consent of the City Council. For more information on a liquor license visit the city website at [www.geneva.il.us](http://www.geneva.il.us).

**City Licensing:** City license requirements for restaurants and food establishments are found in Title 4, Chapter 6 of the City Municipal code found at [www.geneva.il.us](http://www.geneva.il.us).

**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:** A minimum of two exits, remote from each other, is required for a capacity of 500 people or less. As emergency exists are a public safety issue the Fire Department must be consulted regarding exists. They can be contacted at (630) 232-2530

**Bathrooms:** The number of bathrooms and plumbing fixtures need to be determined. For more information call the Building Department at (630) 262-0280.

**Fire Separation:** 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 Departments 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.

**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) 232-0280. If site is located within the Historic District please contact Historic Preservation Planner at (630) 938-4541.

**Culinary Management Program:** Elgin Community College offers five hospitality management options, four emphasizing culinary skills and one in Restaurant Management, all recognized by the National Restaurant Association Educational Foundation. For more information contact Mike Zema, Director of the ECC Hospitality and Culinary Arts program at (847) 214-7461.

**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 [www.restaurant.org](http://www.restaurant.org).

## Useful Contact Information

### City of Geneva

<b>City Hall</b>	630-232-7494
22 S. First St., Geneva, IL 60134	
City Administrators Office	630-262-8495
Community Development	630-232-0818
Building & Zoning Division	630-262-0280
Economic Development	630-232-7449
Business Development Specialist	630-845-9654

<b>Finance Dept. (Utility accounts /Billing)</b>	630-232-0854
15 S. First St., Geneva, IL 60134	

<b>Public Works Department</b>	630-232-1501
1800 South St., Geneva, IL 60134	
Electric Utility	630-232-1503
Engineering	630-232-1501

<b>Police Department</b> (non emergency)	630-232-4736
20 Police Plaza, Geneva, IL 60134	

<b>Fire Department</b> (non emergency)	630-232-2530
Station # 1 - 200 East Side Dr., Geneva, IL 60134	
Station # 2 - 2530 Fargo Blvd., Geneva, IL 60134	

<b>Geneva Chamber of Commerce</b>	630-232-6060
8 S. Third St., 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 Township	630-232-3600
Geneva Park District	630-232-4542
Geneva Public Library	630-232-0780
Geneva Post Office	630-232-6262

J.U.L.I.E. – <a href="http://www.illinois1call.com">www.illinois1call.com</a>	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

Community School District #304	630-463-3000
Waubonsee Community College (WCC)	630-466-7900
WCC Small Business Development Center	630-906-4180

## State of Illinois Agencies

Attorney General	<a href="http://www.ag.state.il.us">www.ag.state.il.us</a>
Commerce Commission	<a href="http://www.icc.illinois.gov">www.icc.illinois.gov</a>
Department of Agriculture	<a href="http://www.agr.state.il.us">www.agr.state.il.us</a>
Dept. of Commerce and Econ/Opportunity	<a href="http://www.commerce.state.il.us">www.commerce.state.il.us</a>
Dept. of Employment Security	<a href="http://www.ides.state.il.us">www.ides.state.il.us</a>
Dept. of Labor	<a href="http://www.state.il.us/agency/idol">www.state.il.us/agency/idol</a>
Dept. of Professional Regulation	<a href="http://www.dpr.state.il.us">www.dpr.state.il.us</a>
Dept. of Revenue	<a href="http://www.revenue.state.il.us">www.revenue.state.il.us</a>
Dept. of Transportation	<a href="http://www.dot.state.il.us">www.dot.state.il.us</a>
Environmental Protection Agency	<a href="http://www.epa.state.il.us">www.epa.state.il.us</a>
Illinois Skills Match	<a href="http://www.illinoisskillsmatch.com">www.illinoisskillsmatch.com</a>
Industrial Commission	<a href="http://www.state.il.us/agency/iic">www.state.il.us/agency/iic</a>
Northeastern Illinois Planning Commission	<a href="http://www.nipcc.org">www.nipcc.org</a>
Secretary of State	<a href="http://www.sos.state.il.us">www.sos.state.il.us</a>
State of Illinois	<a href="http://www.illinois.gov">www.illinois.gov</a>

## Federal Agencies

Americans with Disabilities Act	<a href="http://www.ada.gov">www.ada.gov</a>
Consumer Product Safety Commission	<a href="http://www.cpsc.gov">www.cpsc.gov</a>
Department of Commerce	<a href="http://www.commerce.gov">www.commerce.gov</a>
Department of Labor	<a href="http://www.dol.gov">www.dol.gov</a>
Department of State	<a href="http://www.state.gov">www.state.gov</a>
Federal Government Directory	<a href="http://www.firstgov.gov">www.firstgov.gov</a>
Economic Development Administration	<a href="http://www.eda.gov">www.eda.gov</a>
Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>
Federal Emergency Management Agency	<a href="http://www.fema.gov">www.fema.gov</a>
Internal Revenue Service	<a href="http://www.irs.gov">www.irs.gov</a>
Occupational Health and Safety Administration	<a href="http://www.osha.gov">www.osha.gov</a>
Small Business Administration	<a href="http://www.sba.gov">www.sba.gov</a>
Stat-USA	<a href="http://www.stat-usa.gov">www.stat-usa.gov</a>
United States Census Bureau	<a href="http://www.census.gov">www.census.gov</a>

## Other Resources

American Management Association	<a href="http://www.amanet.org">www.amanet.org</a>
American Assoc. of Home Based Businesses	<a href="http://www.aahbb.org">www.aahbb.org</a>
Better Business Bureau	<a href="http://www.bbb.org">www.bbb.org</a>
Center for Women's Business Research	<a href="http://www.nfwbo.org">www.nfwbo.org</a>
Dun and Bradstreet	<a href="http://www.dnb.com">www.dnb.com</a>
Employee Benefit Research Institute	<a href="http://www.ebri.org">www.ebri.org</a>
Illinois Chamber of Commerce	<a href="http://www.ilchamber.org">www.ilchamber.org</a>
Illinois Manufacturer's Association	<a href="http://www.ima-net.org">www.ima-net.org</a>
Illinois Retail Merchants Association	<a href="http://www.irma.org">www.irma.org</a>
International Council of Shopping Centers	<a href="http://www.icsc.org">www.icsc.org</a>
National Association for the Self-Employed	<a href="http://www.nase.org">www.nase.org</a>
National Business Association	<a href="http://www.nationalbusiness.org">www.nationalbusiness.org</a>
National Business Incubation Association	<a href="http://www.nbia.org">www.nbia.org</a>
National Federation of Independent Business	<a href="http://www.nfib.com">www.nfib.com</a>
National Minority Business Council	<a href="http://www.nmbc.org">www.nmbc.org</a>
National Restaurant Association	<a href="http://www.restaurant.org">www.restaurant.org</a>
Small Office Home Office	<a href="http://www.soho.org">www.soho.org</a>
United States Chamber of Commerce	<a href="http://www.uschamber.org">www.uschamber.org</a>

## 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.