

# **Business Development Guide** (a guide to doing business in Granite City)

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## Introduction

*So you want to open a business in Granite City?*

Since the foundation of America, this country has been established on an unyielding set of venerable principles. Two of those principles are freedom of choice and free enterprise. It is these principles which hold every business owner in America in common. It is the idea that, through capitalism and the entrepreneurial spirit one might be able to become financially independent enough to become his or her own boss. Doing so successfully, however, is no easy task, and requires the sweat, blood and tears of the business owner as he/she toils unrelentingly to achieve the dream of success.

Operating a business successfully can be very difficult, and unfortunately, about 64 of every 100 small businesses close their doors in the first five years of operation.<sup>1</sup> One of the purposes of the Economic Development Department (EDD), therefore, is to encourage and

### Granite City Economic Development

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Granite City, Illinois 62040**

**[www.granitecity.illinois.gov/ed](http://www.granitecity.illinois.gov/ed)**

#### Elements of a Good Business Plan Include:

- Description of the Business
- Analysis of the Market
- Marketing Plan
- Financial Information

support the development and growth of businesses throughout the community. We can help you get to the next level. If you have done the research to develop a solid business plan and have the determination to face the challenges of starting a business, the EDD is ready to take the next step with you.

The purpose of this guide is to show the way through the process of establishing a new business in Granite City from start to finish. Essentially, it is a business' guide to Granite City government and its processes. From selecting your site, to obtaining your business license to your grand opening, this guide and the Economic Development Department will be there to support you each step of the way. We want to help you find the support that you need to ensure success in your future business, which is why this department is here to help you find assistance that is available through the federal, state, county and city

governments. This handbook is just one of many local efforts to assist you in this process. The EDD cares about you and your business, because in Granite City, your success is our success.

## Establishing the Business

There is an old adage that says, "Failing to plan is planning to fail." This is especially true in the business world. Planning is absolutely essential to your achievement. Therefore, it is imperative that a business plan is written early in the process. This plan will be used by your lenders, accountants, consultants and others as you begin to establish the company. It will also serve as a blueprint for you to follow during your first year of operation.

When writing the business plan, it is often more important to be comprehensive than it is to finish the plan quickly. It is very important to do extensive research beforehand to determine not only the feasibility of the business, but also whether or not your personal talents and strengths are

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<sup>1</sup> Klein, Karen. [BusinessWeek online](#). "What's Behind Small-Biz Failure Rates?" September 30, 1999.

compatible for the job. One of many resources available to help you in this process are the SCORE Counselors affiliated with the U.S. Small Business Administration. For a Score Counselor in the St. Louis area or further information on creating a business plan, call 314.539.6600 ext. 242 or visit either [www.stlscore.org/resources.asp](http://www.stlscore.org/resources.asp) or [www.sba.gov](http://www.sba.gov).

At the point when you have fully or at least nearly completed your business plan, established your financing and legally formed your company, you are ready to select your location. Again, the Economic Development Department can assist. Section I of this handbook will describe this next step in your entrepreneurial adventure.



## **Section 1 – The Economic Development Department as a Business Resource**

### **Step 1 – Location, Location, Location!**

*If location already secured for business, skip ahead to Step 2*

One function of the Economic Development Department is to assist businesses in finding a suitable location to begin operations. One tool the EDD provides is [LocationOne](#), an online commercial property database listing property for sale in Granite City. A link to this database is provided on the EDD portion of the Granite City website. An additional service available through the EDD is the provision of demographic data about the City, which may be used to influence your decisions regarding a location. Should you choose to use the services of a real estate professional, the EDD can also assist you by providing a list of local real estate brokers for you to utilize.

### **Step 2 – Incentive Opportunities**

Depending on the location and nature of the proposed development, developers/business owners may be eligible for financial or other types of incentives. These incentives can help you to reduce your costs and increase profitability. The Economic Development Department can help you determine if your business development may qualify for one or more incentive programs. A few examples of such incentive programs are 1) Tax Increment Financing Districts, 2) Enterprise Zones, 3) The Revolving Loan Program and much, much more. There are also additional County, State and Federal incentives that you may apply for. For a complete list and description of all available local incentive opportunities, see the [Business Incentives](#) section on the website. For further information and assistance in applying for these incentives programs, contact the Economic Development Director.

The Economic Development Director can assist you in discovering the incentive programs for which your business development may be eligible. Conducting this research in the beginning of your business planning is imperative if you wish to avoid missing out on valuable opportunities to enhance both your location and your finances.

### **Step 3 – Public Improvement and Development Expenses**

One development aspect to consider is the variation in both costs and difficulties associated with different locations. It is important to evaluate each location carefully. The following chapters provide more detail concerning the processes and procedures involved in making changes to properties.

Obviously, the greater the differential between the existing site and the proposed final outcome, the more effort and expense will be required to make the transformation. Changing the zoning usage and structures of a site can take several weeks for the City to process, and this excludes any time required for architectural, surveying or engineering work to be completed. Therefore, if time is of the essence in opening your business, you may consider a same-use site that needs minimal or no remodeling.

This warning should not be confused with a discouragement against new development or re-development. On the contrary, the City of Granite City has made every effort possible to make its requirements and response times as efficient and easy as possible. Relative to its neighbors, Granite City has an expedited process. Even so, some amount of consideration time is always necessary.

If you choose to undertake a considerable development/construction project, please consider the following when planning your budget:

- Platting, appropriate zoning/rezoning, site plan revisions and construction require several copies of plans and surveys to be submitted to the City for review.
- Most changes require plans to be stamped with a seal of a licensed architect and/or engineer.
- Public improvements for potable water and land disturbance require the approval of the Illinois Department of Natural Resources (DNR).
- Certain public improvements may require bonds to be submitted to the City at the developer's expense. These bonds are based on the value of construction and shall be in place for up to three years.
- Satisfactory inspection of fire protection, construction, electrical and plumbing systems will delay the issuance of a certificate of use and occupancy. Adequate time should be allowed to perform this work in progression.
- Any discrepancy, alteration or inconsistency in the documents you provide can cause delays in the approval process.

**Step 4 - Proximity Compliance**

*Does your business require special compliance regarding proximity to other establishments? If not, skip ahead to step 5.*

Depending on the genre of your business, you may be obligated to be an appropriate distance from establishments with a conflicting use. Knowing the special requirements that may pertain to your business is important when selecting your location. For example, establishments that serve alcohol must be located at least 300 feet away from schools and churches.

The City also requires these and other types of businesses to obtain special licensing, such as a liquor license, beyond simply the standard Business License. (For further information, see Section 4). Because this approval can take time to receive, be sure to build extra time into your schedule for this process. For more information about proximity of businesses and special licensing approval, contact the Building & Zoning Department or the City Clerk's office.

**Granite City Clerk's Office**

**618.452.6202**

**Fax: 618.452.0847**

**Clerk@granitecity.illinois.gov**

**2000 Edison Avenue  
Granite City, IL. 62040**

## **Section 2 – Land Use Compliance**

### **Step 5 – Zoning**

*Is the chosen location zoned adequately for the desired business use? If ‘yes’, skip to Step 6.*

As appropriated by Ordinance 3818, every property in Granite City has a zoning classification that determines how the property may be used. Any person wishing to know the zoning classification of a particular property may either view the zoning map on the website or call the Building & Zoning office at 618.452.6218 for such information. Also available via the web and the Building & Zoning Department is a copy of the zoning ordinance, which dictates how the different zoning classifications will affect your development plan.

Although there are some exceptions for the R-7, C-6 and M-4 zones (Planned Unit Developments), areas with a higher zoning number generally allow greater usage of the property.

If the zoning of your location is not appropriate for the requested use, you will need to request a zoning variance (a rezoning), special use permit or a non-conforming use permit. The Re-zoning process is one that requires multiples steps. It is wise to discuss your proposal with either the Building & Zoning Administrator or the Economic Development Director before filing the request.

If the current zoning is part of a Planned Unit Development (PUD), you may also be required to perform a Site Plan revision. This process can be completed at the same time as the rezoning, and requires the same approval process. If you are increasing the zoning in certain dense areas of the City that are not PUDs, you may be encouraged to zone the property as a Planned Unit Development during the rezoning process. More information about Planned Unit Development areas is available in Step 6.

### **Step 5a – Submittal of the Rezoning Application**

Upon filing your application to the Building & Zoning Department, you will need to submit and the \$150 + postage fee, and two complete site plans. The application includes an Owner’s Authorization form which must be submitted at the time of application if the applicant is not the owner of the property.

### **Step 5b – Procession of Application and Site Plan**

Building & Zoning Department staff will review the information and provide a recommendation for approval or denial in the form of a Staff Report. Staff members from the City review the information to be sure there are no conflicts. This review system is very helpful because it provides a perspective from all points of view.

A Public Hearing Notice must be placed by the applicant in the newspaper and a notice of the request must be certified and mailed to owners of the property within 300’ of the affected property. Public hearings are scheduled according to the Plan Commission’s calendar, who typically meets on the first Thursday of each month. From submission to approval, the process takes approximately 6-8 weeks, barring any complications.

### **Step 5c – Request Forwarded to Plan Commission**

The Plan Commission will meet to conduct a public hearing on the request. At this time, the applicant, or representative on their behalf, is asked to make a presentation, and members of the audience are invited to address the Commission with questions or comments. The Plan Commission may decide to make a recommendation to either approve or deny the request that very evening.

### **Step 5d – Decision by the City Council**

Following the decision by the plan commission, the City Council will (typically at the following City Council meeting), vote on whether to approve or deny the request. However, this will only be done if the request has been put on the agenda. Therefore, despite the fact that the Plan Commission should likely make the recommendation for you, it would be wise to verify with the Building & Zoning Administrator that the issue has been put on the City Council's agenda. Although it is not required, the applicant may be present to answer questions.

The public is also invited to express their opinion, but they too, must be on the agenda to speak. (In order to get on the agenda, one must write a letter addressed to the City Council and the Mayor, requesting to speak at the given Council Meeting and submit the letter to the City Clerk's office before 3:00 p.m. on the Thursday before the Council Meeting).

The City Council makes the final decision regarding the request at this time unless it is tabled for further discussion.

### **Step 6 – What if Desired Location is Within a Planned Unit Development? (If not within PUD, skip to Step 7).**

The primary purpose of a Planned Unit Development is to give the City greater control over the developments allowed into PUD zones. Thus, if a developer wants to make any changes to his site plan or any other aspect of his development plan, he/she must bring the changes before the Plan Commission and the City Council for approval before the changes may be enacted.

Thereby, a Planned Unit Development is a development wherein, in accordance with an approved development plan, (1) common open space is reserved, (2) various housing types and other structures and uses may be mixed, and/or (3) overall average density does not exceed the usual zoning district limit. The PUD establishes procedures in order to achieve the objectives enumerated in the general purposes of the zoning ordinance and also to, among other things, provide a regulatory mechanism whereby the City can be assured that upon completion, approved development projects will substantially conform to the plans or models which constituted the basis for the City's issuance of the necessary zoning, subdivision, and/or building permits.

The PUD concept is intended to afford both the developer and the City considerable flexibility in formulating development proposals. Consequently, to the extent indicated in section 3-14.3 of the Zoning Ordinance, a PUD may deviate from generally applicable ordinance requirements without a variance.

### **Planned Unit Development Procedures**

- Filing development plan with the Building & Zoning Administrator



- Provision by the developer of adequate assurance for the completion of required improvements as per the development plan
- Review of the development plan by the Plan Commission
- Public hearing by the Plan Commission
- Recommendation by the Plan Commission to the City Council regarding approval/rejection of the development plan and
- Action by the City Council on the development plan.

### **Step 6a – Application Information Required**

Every applicant for approval of a PUD development plan shall submit to the Building & Zoning Administrator, in narrative and/or graphic form, the items of information listed below:

Written Documents:

1. Legal description of the total site proposed for development
2. Names and addresses of all owners of property within or adjacent to the proposed development
3. Statement of the planning objectives to be achieved by the PUD through the particular approach proposed by the applicant, including a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant
4. Development schedule indicating the approximate date when construction of, or stages of the PUD can be expected to begin and be completed
5. Statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the PUD, such as land areas, dwelling units, etc.
6. Data indicating:
  - a. Total number and type of proposed units (dwelling or commercial)
  - b. Gross and net acreage of parcel
  - c. Acreage of gross and usable open space, and
  - d. Area of any commercial uses, if applicable

Graphic Materials:

1. Existing site conditions including contours at ten (10) foot intervals and locations of water courses, flood plains, unique natural features, and wooded areas
2. Proposed lot lines and plot designs
3. Proposed location, size in square feet, and general appearance of all existing and proposed buildings (both residential and non-residential) and other structures and facilities
4. Location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas, school sites and similar public and semi-public uses

5. Existing and proposed vehicular circulation system, including off-street parking and loading areas and major points of ingress and egress to the development (notations of proposed ownership, public or private, should be included where appropriate)
6. Existing and proposed pedestrian circulation system, including its relationship to the vehicular circulation system and proposed treatments of points of conflict
7. Existing and proposed utility systems including sanitary sewers, storm sewers and water, electric, gas and telephone lines
8. General landscape plan indicating the treatment of both private and common open spaces and the location of required buffer strips
9. Enough information on land areas adjacent to the proposed PUD to indicate the relationships between the proposed development and existing and proposed adjacent areas
10. Any additional information required by the City to evaluate the character and impact of the proposed Planned Unit Development

#### **Step 6b – Advisory Report, Criteria Considered**

Following submittal of the application, the Plan Commission shall review the proposed development before a Public Hearing. Following discussion, the Plan Commission shall submit to the Council a written advisory report concerning acceptance/rejection of the development plan.

#### **Step 6c – Decision by the Council**

After the Commission submits their advisory report, the Council, by resolution, either approves or disapproves the PUD development plan. The council shall not approve any Planned Unit Development plan unless:

1. The developer has posted a performance bond or deposited funds in escrow in the amount the City Engineer deems sufficient to guarantee the satisfactory completion of all required improvements
2. The City Attorney has stated all legal instruments (particularly the restrictive covenants) are satisfactory; and
3. The proposed plan, as evidenced by the development plan, complies with all applicable codes and ordinances.

#### **Step 6d – Changes in Approved Plans** (If no changes in approved plans occur, skip to Step 8)

Aside from Minor (less than 5%) changes as required by engineering or other circumstances not foreseen at the time of the final development plan approval, no changes shall be allowed without further approval via Public Hearing before the Plan Commission and resolution from the City Council. Plans must be re-approved if greater than 5% of the original plan changes. No approved change shall have any effect until it is recorded with the Madison County Recorder of Deeds as an amendment to the recorded copy of the development plan

If a substantial amount of construction has not begun within the time stated in the approved construction schedule, the development plan shall lapse upon written notice to the applicant from the Council and shall be of no further effect. However, in its discretion and for good cause, the

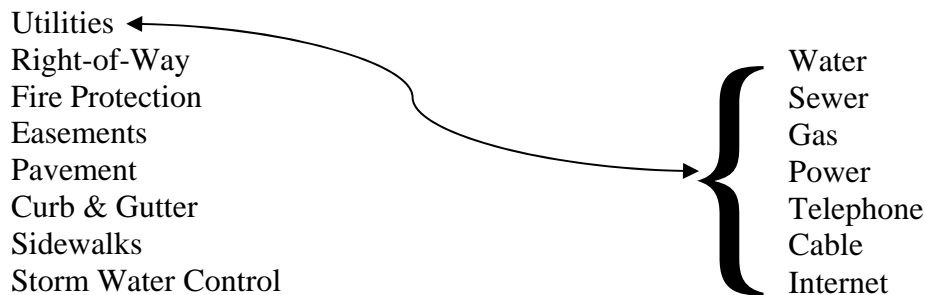
Council may extend for a reasonable time the period for the beginning of construction. If a final development plan lapses as per this extension:

1. The special use permit shall be automatically revoked
2. Any building permits shall automatically become null and void; and
3. All regulations applicable before the PUD was approved shall automatically be in full effect.

### **Step 7 – Land Development**

*If you will not be doing construction, skip to Step 10, if construction will not be on a vacant site, skip to Step 8.*

Undeveloped land within the City often lacks the public improvements necessary to utilize the land to its fullest potential. These improvements include:



**Building & Zoning Department**  
**Steve Willaredt - Administrator**  
**618.452.6218**  
**Fax: 618.452.6246**

**steve@granitecity.illinois.gov**

**2000 Edison Avenue**  
**Granite City, IL. 62040**

The process for approval for these types of new developments is unique to each project. Because there are so many variables in requirements and document submission, it is too complicated to summarize in this guide. However, the process can move along as efficiently as other projects. If your business development will be constructed on a vacant site, the first step is to discuss it with the Building & Zoning Administrator, who can coordinate with other members of staff in bringing your project to the next level of the process.

## **Section 3 – Construction Approval**

### **Step 8 – Building Permits** (includes Building Additions & Exterior Modifications)

Along with your application, you will need to submit your construction plans and survey (2 full size sets and 1 set reduced to 11”x17”) to the Building & Zoning Department. The City does not charge a Plan Review Fee. The building permit fee for construction is \$50 + \$4 per \$1,000 dollars of construction or fraction thereof. **Applications for all permits can be found either at the Building & Zoning Department or on the web under the Building & Zoning section listed under Departments.**

Typically, the general contractor is the applicant for this process, but it is not required. If the business owner is planning to act as general contractor for the construction, he/she will need to obtain the Business License prior to permits being issued. See Section 4 for this information.

### **Step 8a – Application Reviewed by Building & Zoning Staff**

City staff will review the information and provide a recommendation for approval or denial. A staff report is prepared and forwarded to the City Council.

### **Step 8b – Council Approval**

*If Project is not within a Planned Unit Development, skip to step 9.*

Council approval is only necessary if the project is located within a Planned Unit Development. Contact the Building & Zoning Department for information regarding submission deadlines for the City Council Agenda Calendar to determine the appropriate time to submit your request.

The request is placed on the Agenda of a regularly scheduled City Council meeting. The applicant, or a representative on their behalf, will be expected to attend the City Council Meeting to answer any questions that may arise. The applicant may be asked to provide a color rendering which shows the proposed changes.

The City Council typically makes their decision to approve or deny the request at that meeting barring any complications.

From start to finish, the construction approval process takes approximately 1 month, barring any complications.

### **Step 9 – Permit Issuance**

After the City Council approves the permit, the applicant/contractor may pick up the permit at the Building & Zoning Department Office. The permit fee is due upon issuance of the permit (unless fee deferral has been awarded as an incentive, see Business Incentives for more information) and is based on the value of construction. It is after this time that the permits for trades (electrical, mechanical, plumbing), may be issued. These permits are typically applied for by the trade contractors.

During the construction, the contractor will be required to have inspections of the work. The Contractor should call the Building & Zoning Department at 452.6218 to schedule the inspections. We try to respond to requests within 24 hours; requests received after 3:00 p.m. will be performed the next business day.

**The Following is a Summary of Commercial Inspections:**

**New Commercial:**

1. Footing & Foundations
2. Ground rough plumbing
3. Water, Sewer & Gas
4. Rough-in, all trades
5. Roofing inspection
6. Above ceiling
7. Egress & Ingress
8. Fireplace
9. Fire wall
10. Fire sprinklers
11. Electrical service/Wiring
12. HVAC/Mechanical
13. Lawn sprinkler backflow
14. Final inspection (incl. all trades and fire dept.)

**Commercial Remodels:**

1. Rough-in (all trades)
2. Above ceiling electrical
3. Fire sprinklers
4. Final (all trades)

When the construction is entirely complete, a final inspection and a Certificate of Occupancy & Use will be issued if requested. However, it is not required for the applicant to have a hard copy of the certificate. At this point, the building is safe to occupy.

It is sometimes necessary to occupy the building prior to the Final inspection being passed; this may only happen when all of the major components of construction and safety-related items are functional. When there are only minor items outstanding for the project, the applicant would request an inspection for a Temporary Certificate of Occupancy & Use. This certificate is good for a maximum of thirty days.

## Section 4 – Business Licensing

### Step 10 – Obtaining a Business License

Certain types of businesses may not be required to obtain a Business License since they require an Occupational License from the State. Some examples include: architects, attorneys, CPAs, doctors, engineers, real estate agents and more.

Most businesses require a Business License. Your fee depends on the type of business that you plan to open. See the chart below for more details.

Business Licensing Fee Schedule	Price
General Contractors	\$50.00
Restaurants (any entity serving food)	\$100.00
Tanning Salons	\$100.00
Automobile Repair (or anything pertaining to vehicles)	\$100.00
Retail Sales	\$35.00
Beauty Shops*	\$35.00
Pharmacies**	\$100.00

\* Only pertains to beauty shops that sell products

\*\* Only pertains to pharmacies that sell food

The Business License must be renewed on an annual basis.

After Processing and approval, your license will be mailed to you. A copy of your Business License should be displayed in plain site at your place of business. For any questions, please contact the Deputy Clerk at 618.452.6201

### Step 11 – Special Licensing

As mentioned in Step 4, certain types of businesses that affect public health and welfare require special licensing to operate in the City of Granite City. Additionally, the State of Illinois requires licensing above and beyond that required from the City. Some examples of businesses requiring these special licenses are:

- Businesses which sell or serve alcoholic beverages
- Adult-oriented services or products
- Nail and hair salons
- Child care agencies

Contact the City Clerk at 618.450.6202 for more information about special licensing required by the City. For more information about State licensing, contact the Illinois Department of Professional Regulations at 217.785.0800.

Some professional craftsmen (e.g. plumbers and electricians) require a Master License in addition to the standard Occupational License; contact the Building & Zoning Administrator for details.

## Section 5 – Advertising

Marketing your business is as important as knowing your product. Whether you provide a personal service or a specialized part, you will not make any money without customers.

The Small Business Administration can help you with ideas to get the word out to your new audience. The internet is also loaded with sites that provide marketing advice and products.

### **Step 12 – Business Signage** (Applying for sign permits)

*Are you planning to install any signage for your business? If 'no', skip to Step 13.*

Submit your application to the Building & Zoning Department. Applications are available either at the Building & Zoning Department or on the web under the Building & Zoning section listed under Departments. You will be asked to submit drawings/diagrams of the proposed signs. Your fee of either \$80 or \$100 (per sign) will not be due until the permit is issued.

Signage that requires permits include: new or altered ground monument signs; new or altered pole signs; new or altered wall or soffit signs; and temporary signs (e.g. banners, which require a 30 day temporary permit).

Fees for permanent signs are \$80, or \$100 for electrical signs. Contact the Building & Zoning Department for more details or to obtain a copy of the Sign Ordinance. Or, you may view the Sign Ordinance on the web.

### **Step 13 – Grand Opening Events**

*If you are not planning a grand opening event, skip to Step 14.*

You may choose to spotlight your business with a Ribbon Cutting Ceremony which can help draw a crowd to your business and also offer free publicity through a spot in the local newspaper. For more information about this opportunity, contact the Chamber of Commerce.

#### **Step 13a – Tents & Other Special Grand Opening Event Features**

If you will be serving food or drinks at your event, you may be required to obtain permission from the Madison County Board of Health.

#### **Step 13b – Special Event Permits**

Requests for special events must go through the City Council. To submit your request, you must write a letter asking to present your petition at a specified Council Meeting. The letter must be

**SW Madison County  
Chamber of Commerce**

**618.876.6400  
Fax: 618.876.6448**

**[www.chamberswmadisoncounty.com](http://www.chamberswmadisoncounty.com)**

**3600 Nameoki Road, Suite 202  
Granite City, IL. 62040**

addressed to the Council and the Mayor and submitted it to the City Clerk's office to be placed on the City Council agenda by 3:00 p.m. on the Thursday before the Council Meeting. At the meeting you will be asked to present your ideas for the special event for the review of the Council. Although it is not required, it may be helpful to your cause to bring a layout of your business area where the event will take place. It will also be helpful for you to indicate how many parking spaces or driving lanes will be blocked by your special event structures, if any. If you are installing a tent for the event, you will need to submit certification from the supplier regarding fire resistance.

The Council will review your petition and plans and then will decide whether to grant the approval. There is no fee to petition for a Special Event. Upon approval by the Council, you are ready to begin your event.

## **Section 6 – Continuing Success**

### **Step 14 – Take Advantage of Local Support**

Congratulations! You are ready to do business in Granite City! You may now begin to reap the fruit of your labor. What you will find, is that Granite City is a community of loyal patrons and family-oriented business owners. You'll soon learn, if you have not already, that the City is not only an excellent place to do business, but a wonderful and supportive community that greatly rewards active involvement.

There are additional opportunities for the business owners in Granite City to grow and improve through association with each other. Becoming a part of the greater whole can increase opportunity, organization and strength. Consider exploring your options for joining a business association in your area. Depending on your location, there may be a merchant's association or corridor partnership that can embrace your business into its support network

And remember, if there is anything we can do to help during your entrepreneurial journey in Granite City, please let the Economic Development Department know so that they can better serve your needs.

## **Section 7 – Helpful Resources**

### **LOCAL & REGIONAL**

#### **Granite City Economic Development Department**

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Granite City, IL 62040

Phone: 618.452.6213

Fax: 618.452.6236

Email: [jferry@granitecity.illinois.gov](mailto:jferry@granitecity.illinois.gov)

Website: [www.granitecity.illinois.gov/departments/economicdevelopment](http://www.granitecity.illinois.gov/departments/economicdevelopment)

### **Madison County Health Department**

**101 East Edwardsville Road  
Woodriver, IL 62095**

**P: 618.692.8954**

**F: 618.692.8905**



**SW Madison County Chamber of Commerce**

3600 Nameoki Road, Suite 202

Granite City, IL 62040

Phone: 618.876.6400

Fax: 618.876.6448

Email: [chamber@chamberswmadisoncounty.com](mailto:chamber@chamberswmadisoncounty.com)

Website: [www.chamberswmadisoncounty.com](http://www.chamberswmadisoncounty.com)

**Madison County Community Development**

130 Hillsboro Avenue

Edwardsville, IL 62025

Phone: 618.692.8940

Fax: 618.692.7022

Website: [www.co.madison.il.us/CommunityDevelopment/CommunityDevelopment](http://www.co.madison.il.us/CommunityDevelopment/CommunityDevelopment)

**SIUE Small Business Development Center**

Alumni Hall 2126

Campus Box 1107

Edwardsville, IL 62026

Phone: 618.650.2929

Fax: 618.650.2647

Email: [jbagent@siue.edu](mailto:jbagent@siue.edu)

<mailto:dhampst@siue.edu>

Website: [www.siue.edu/business/sbdc](http://www.siue.edu/business/sbdc)

**St. Louis Regional Chamber & Growth Association (RCGA)**

One Metropolitan Square, Suite 1300

St. Louis, MO 63102

Phone: 314.231.5555

Fax: 314.206.3222

Email: [inforcga@stlrcga.org](mailto:inforcga@stlrcga.org)

Website: [www.stlrcga.org](http://www.stlrcga.org)

**STATE & NATIONAL ASSISTANCE****Illinois Department of Commerce & Economic Opportunity**

620 E. Adams

Springfield, IL 62701

Phone: 217.782.7500

TDD: 1.800.785.6055

Website: [www.commerce.state.il.us/dceo](http://www.commerce.state.il.us/dceo)

**Small Business Administration – St. Louis District Office**

200 North Broadway, Suite 1500

St. Louis, MO. 63102

Phone: 314.539.6600

Fax: 314.539.3785

Website: [www.sbaonline.sba.gov/mo/stlouis](http://www.sbaonline.sba.gov/mo/stlouis)

### **U.S. Patent & Trademark Office**

Commissioner for Patents

P.O. Box 1450

Alexandria, VA 22313

Phone: 571.272.1000

Email: [usptoinfo@uspto.gov](mailto:usptoinfo@uspto.gov)

Website: [www.uspto.gov](http://www.uspto.gov)

### **Internal Revenue Service – For Business**

Website: [www.irs.gov/businesses](http://www.irs.gov/businesses)

#### **St. Louis Local Office**

1222 Spruce Street

St. Louis, MO 63103

Phone: 314.612.4002

### **Illinois Department of Revenue**

15 Executive Drive, Suite 2

Fairview Heights, IL 62208

Phone: 618.624.6773

Website: [www.revenue.state.il.us](http://www.revenue.state.il.us)

### **Illinois Small Business Information Center**

213 State Capitol

Springfield, IL 62756

Phone: 1.800.252.8980

Website: [www.cyberdriveillinois.com/departments/securities/infocntr](http://www.cyberdriveillinois.com/departments/securities/infocntr)

### **Southwestern Illinois Development Authority**

1022 Eastport Plaza Drive

Collinsville, IL 62234

Phone: 618.345.3400

Email: [info@swida.org](mailto:info@swida.org)

Website: [www.swida.org](http://www.swida.org)

### **OTHER BUSINESS RESOURCES**

#### **Smart Biz Magazine Online**

[www.smartbiz.com](http://www.smartbiz.com)

#### **Workz Magazine Online**

[www.workz.com](http://www.workz.com)

**Entrepreneur Magazine Online**

<http://www.entrepreneur.com/>

**Business Know How Magazine Online**

[www.Businessknowhow.com](http://www.Businessknowhow.com)

**The Business Idea Cafe**

[www.businessownersideacafe.com](http://www.businessownersideacafe.com)

**The Small Business Advisor**

[www.isquare.com](http://www.isquare.com)

**Business Town**

[www.businesstown.com](http://www.businesstown.com)

**My Own Business**

[www.myownbusiness.com](http://www.myownbusiness.com)

**Inc Magazine Online**

[www.inc.com/home](http://www.inc.com/home)

**Small Business Resource**

[www.reni.net/guides/](http://www.reni.net/guides/)

**Business Finance Online Magazine**

[www.businessfinance.com](http://www.businessfinance.com)

**Small Business Website Marketing**

<http://www.webitemarketingplan.com/>

**The Entrepreneur's Library**

[www.caycon.com/resources.php](http://www.caycon.com/resources.php)

**How to Incorporate Your Business**

[www.incorporateyourbusiness.info/](http://www.incorporateyourbusiness.info/)

**United States Association for Small Business and Entrepreneurship**

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

**Kauffman Foundation's Entrepreneur World**

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

**St. Louis Business Journal**

[www.stlouis.bizjournals.com/stlouis](http://www.stlouis.bizjournals.com/stlouis)