



How to Open a Business in Romeoville

1. **Contact the Community Development Department at (815) 886-7200 to ensure your business is a permitted use in the proposed location.** If your business is listed as a permitted use in the specific zoning district you may occupy the space immediately **subsequent to obtaining a Village Business License and any other required occupancy permits.** If, however, your business is listed as a “special use” or requires any zoning variation, you will first need to obtain approvals through the correct zoning and public hearing process.
2. **Apply for the appropriate licenses.**
 - a. All businesses must have an annual Business License issued by the Village’s Community Development Department. Applications can be downloaded from the Village website at www.romeoville.org under Requests/Forms > Online Documents > Business-Contractor License > (Choose) Business License Application OR Home Based Business License Application. Fill out the appropriate application and submit it in person at Village Hall, fax to (815) 886-2724, send in the mail or email to comdev@romeoville.org.
 - b. A Rental Inspection may be required from the Village’s Building and Fire Departments. Please contact the Building Department at (815) 886-5049 to verify if your situation requires this inspection. An inspection can be scheduled at any time during the business license review process.
 - c. Vending machines and coin-operated amusement devices require separate, additional licenses. Please include this information on the business license application or to add them after a license has been issued download the form from www.romeoville.org > Requests/Forms > Online Documents > Business – Contractor License > (Choose) Amusement or Vending Machines Application.
 - d. A liquor license is required for the sale of beer, wine and/or liquor. Contact the Mayor’s office at (815) 886-5636 for more information.
 - e. Many businesses and professions, such as day care centers and beauty salons, are regulated by and/or require licenses from the State of Illinois. Please contact the Illinois Department of Financial and Professional Regulation at <http://www.idfpr.com/> for more information (or for Child Care, contact the Department of Children and Family Services at <http://www.state.il.us/dcf/>).

3. Apply for any building permits that may be necessary for the build-out of the tenant space.

Permits are required for (*but not limited to*) all new structures, interior and exterior alterations and renovations (such as additions, electrical alterations and improvements, fire protection equipment, mechanical equipment changes or replacements, plumbing, exterior signage, and more). Call the Building Department at (815) 886-5049 to verify if you need a permit.

- a. Restaurants and establishments serving food/drink must contact the Will County Health Department for a separate license:

Will County Health Department

501 Ella Avenue

Joliet, IL 60433

(815) 727-8480

TDD (815) 727-8690

info@willcountyhealth.org

4. Annual obligations:

- a. Maintain your business license. They are valid from January 1st – December 31st every year. Business License renewal invoices are mailed at the end of November every year to the primary mailing address listed on the business license application.
- b. Annual Fire Inspections will be completed at your business by the Fire Department – Contact the Fire Department at (815) 372-4045 with any questions.
- c. Annual Sprinkler System Inspection – Contact the building owner/property management to have a copy on file at your place of business.
- d. Annual Fire Alarm Inspection – Contact the building owner/property management to have a copy on file at your business.

5. Monthly tax reporting obligations. The following local Village taxes are payable to the Village of Romeoville on a monthly basis (if applicable):

- a. Food & Beverage Taxes for all alcohol sales (3%) and non-alcohol prepared food and drink sales (1.25%).
- b. Motor Fuel Taxes (5 cents per gallon).
- c. Hotel/Motel Taxes (9% of room occupancy rates).
- d. Home Rule Sales Tax (1.5%) that is submitted to the Illinois Department of Revenue along with the applicable 7.00% State Sales Tax (Combined rate of 8.5%).

Contact the Finance Department at (815) 886-5257 for more information and to obtain filing forms.

6. **Consider joining the Romeoville Area Chamber of Commerce.** The mission of the Chamber is to create and foster a growing business community by promoting economic opportunities, advocating for the interests of the members, providing educational resources and developing relationships between the members. More information is available at www.romeovillechamber.org or call (815) 886-2076. They are happy to host grand open ribbon cutting events for any new business that joins the Chamber and receives a Village Business License.
7. **Stay informed.** Sign up for text message alerts, E-News, Twitter, or Like us on Facebook. The Village keeps you informed of changes in our weekly scheduled meetings, welcomes new businesses to the community, informs of code updates, surveys and much more. Sign up at www.romeoville.org.