

SELECTING A SITE IN SCHAUMBURG

The Village of Schaumburg is here to help you find a location for your business to succeed. Contact Matt Frank at mfrank@schaumburg.com or 847.923.3853 to assist with site selection and resources. Prior to opening a business in Schaumburg, zoning ordinances should be reviewed to ensure the use is allowed. Contact a planner in the Community Development Department at 847.923.4430 to assist with reviewing potential sites and the applicability of the village code. Another factor to consider is the length of time it will take to occupy the proposed space. Some projects require a lengthier development review process while others only require a new certificate of occupancy and business license.

INSPECTIONS AND PERMITS

To ensure code compliance and general health and safety, inspections and permits are required for all new businesses. Whether a new tenant is moving to an office building or a stand-alone store, a permit needs to be submitted and inspections scheduled by contacting the Community Development Department at 847.923.4420.

Contractors working on the project must obtain a valid Village of Schaumburg Contractor's Business License. The village does not license roofers or plumbers as these trades are licensed by the State of Illinois. Information on various permits and requirements can be found on the village's website at www.schaumburg.com.

LICENSING

The Village of Schaumburg requires individuals and companies to obtain a valid license for activities and services. Businesses regulated by the Federal Government or State of Illinois are exempt from village licensing; however, businesses are required to register with the village. Licenses are issued on a calendar-year basis and expire December 31. Payment for renewal is due to the village by December 31. Renewal notices are sent electronically or by mail each November. Contact the Finance Department within 30 days of moving within or out of the village.

A Certificate of Occupancy, completed business license application and license fee are required before a license is issued. Furnaces and Fuel Appliances: All fuel appliances should be inspected annually to ensure they are safe for operation. When having your gas furnace inspected and cleaned by a licensed HVAC contractor, ask to have your other gas appliances checked, too. Some gas fueled appliances to have inspected include:

- Stove and ventilation hood
- Dryer and dryer vent
- Hot water heater
- Fireplace and chimney
- BBQ Grills and fire pit

Contact the Finance Department at 847.895.4500 for assistance.

TAXES

The village collects and administers a variety of locally-imposed taxes to fund services provided. The following rates for taxes are paid to the village:

- Amusement - 5% of amount collected
- Auto Lease - \$1 per leased vehicle
- Food and Beverage - 2% of taxable sales
- Hotel - 8% of gross receipts
- Real Estate Transfer - \$1 per thousand
- Sales - 1%
- Home Rule - 1%
- Telecommunications - 6%
- Motor Fuel - \$.03 per gallon

Visit www.villageofschaumburg.com to view current tax rates and additional information. Contact the Finance Department at 847.923.4532 for assistance with taxes.

AT A GLANCE

COMMUNITY DEVELOPMENT DEPARTMENT

- **847.923.4420** PERMIT SERVICE
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Building Permit
Certificate of Occupancy
Contractor License
Electrical Permit
Entertainment License & Temporary
Special Event Permit
Fire Alarm License/Permit
Home Based Business License
Land Development for Site Work
Parking Lot Maintenance Permit
Plumbing Permit
Sign License/Permit
Signs Prohibited
Tree Removal Permit

- **847.923.4430** PLANNING
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Historic District
Mechanical Units
Outdoor Seating
Special Use Approval
Zoning

- **847.923.3700** CODE COMPLIANCE
-

External Property Maintenance Nuisances
Food Service Certification
Landscape Maintenance
Real Estate Tax Stamp Violation Holds
Rental License Inspection
Snow Removal on Private Property
Vacant Building Registration

FINANCE DEPARTMENT

- **847.895.4500** LICENSING
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Business License
Chauffeur/Taxi License
Mobile Vendor License
Rental License
Valet License
Vendor/Vending Machine License

- **847.923.4520** WATER BILLING

Water Billing
Water Shut Off

LIQUOR COMMISSIONER

- **847.923.4402**

Liquor License

POLICE DEPARTMENT

- **847.882.3586**

Background check
Finger printing
Police Beats
Security
False Alarm Registration: In an effort to remain environmentally friendly, the Schaumburg Police Department is requesting primary and secondary email addresses upon registration of businesses so that false alarm invoices may be emailed to businesses.

REMINDERS FOR SCHAUMBURG BUSINESSES

BUSINESS LICENSE – Existing businesses with a change in ownership, business name or location require a new business license.

ENTERTAINMENT AND TEMPORARY SPECIAL EVENTS – Businesses interested in holding concerts, exhibitions, outdoor sales, celebrity appearances, tent events and other similar programs need to apply for an entertainment license or temporary special event.

REFUSE AND RECYCLING – All businesses are required to recycle. All garbage, recycling storage areas, and grease storage containers must be screened by an enclosure. Maintenance of the enclosure is the responsibility of the property owner, and a permit is required to construct the enclosure.

SIGNS – Permits must be obtained before constructing or installing any sign. Permits can be granted for temporary signs that meet village requirements. Inflatable signs, pennants, streamers and wind blades are prohibited. Window signs cannot take up more than 50 percent of a window. Illuminated signs cannot be larger than 25 percent of a window. Flashing signs and outlining windows with illuminated signs are both prohibited.

SMOKING PROHIBITED – Smoking tobacco products or electronic devices are prohibited in public places. Smoking or vaping is restricted to designated areas, at least 15 feet from doors, openable windows or air intake vent systems. This includes the walking paths to the building and individual businesses.

SNOW REMOVAL – It is illegal to plow, shovel or otherwise move snow onto public streets, sidewalks, disabled parking spaces or against a fire hydrant. All business district and retail locations are responsible for maintaining public parking lots and walkways free of significant snow and ice accumulations. While not required, public sidewalks may be cleared of snow to benefit patrons and visitors.

TREE REMOVAL – A permit is required prior to any tree removals on any property excluding single family homes.

VILLAGE OFFICIALS

VILLAGE PRESIDENT

Al Larson

TRUSTEES

Marge Connolly ▪ Tom Dailly ▪ George Dunham
Frank Kozak ▪ Mark Madej ▪ Jack Sullivan

VILLAGE CLERK ▪ Marilyn Karr

VILLAGE MANAGER ▪ Brian Townsend



VILLAGE OF SCHAUMBURG

BUSINESS RESOURCE GUIDE

The Village of Schaumburg would like to thank you for choosing Schaumburg as your destination to do business. With more than 30 million square feet of development, Schaumburg's diverse business community provides valuable jobs, services and resources that make Schaumburg "The Place for Business."

This brochure provides contact information and resources to assist owners through the process of startup, owning, and operating a business in Schaumburg. Resource guides are also available on the village's website at www.villageofschaumburg.com. You may also call 311 within Schaumburg or call 847.895.4500 with any questions. The village looks forward to growing together and a successful new year.



Sign up for the Village of Schaumburg e-Newsletter
at www.schaumburg.com

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Follow us on Twitter: '@SchaumburgIL'