

# Guide to Opening A New Business in Palos Heights

## Check the Zoning

### Zoning Classifications for Business

- B Business: Primarily retail uses
- B-1 Business: Primarily service uses
- PUD Planned Unit Development: Retail or service depending on ordinance, verify with city

### Use Permitted

### Use Not Permitted

### Special Use

#### Contact Community Development

- Submit a proposal for new business
- Verify process for opening business

#### Contact Community Development

- For help finding other sites in city
- Or apply for Zoning Amendment

#### Contact Community Development

- Apply for Special Use
- Process takes 4-6 weeks

#### Step 1: Zoning Commission

- After required 15 day public notice
- Public hearing, makes decision

#### Step 1: Zoning Board of Appeals

- After required 15 day public notice
- Public hearing, makes decision

#### Step 2: Planning & Zoning Committee

- Meets 4th Tuesday of month
- Reviews ZBA/ZC decision

#### May need:

- Building Permits
- Contractor Licenses
- Liquor License

#### Will need:

- Occupancy Permit
- Business License

#### If Approved

#### Step 3: City Council

- Meets 1st and 3rd Tuesday of the month
- Approves and drafts ordinance allowing for special use or zoning amendment

#### Contact Building Department

- Community Development can facilitate

#### Obtain Commercial Occupancy Permit

##### Pass Inspections:

- Building ▪ Fire ▪ Plumbing ▪ Electrical
- Cook Count Health, if serving food

#### Obtain Business License

- Cost based on square footage
- Additional fees if serving food
- Additional req. if serving liquor

#### Open Your Business

- Contact the Community Development Department at 708-480-3022 if you are interested in marketing your business through the city's many avenues of promotion