



MOUNT PROSPECT

Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, IL 60056

Business Resource Guide

The Village of Mount Prospect Welcomes Entrepreneurship!

We work to maintain a positive business environment so existing Mount Prospect businesses will choose to expand in the Village and entrepreneurs will invest in the community.

Navigating through the local requirements for licenses, permits, and taxes can be overwhelming. This reference guide will assist you through the process as you start, expand, or relocate your business in the Village of Mount Prospect.

Why Mount Prospect is an Ideal Location for Your Business

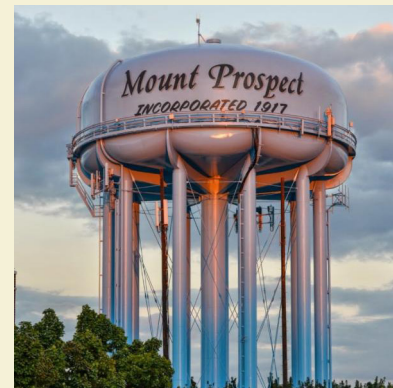
With over 54,000 residents, Mount Prospect is a dynamic community of tree-lined neighborhoods, retail centers, and architecturally pleasing light industrial spaces and office complexes. The community has numerous assets beneficial to business:

- Located 23 miles from downtown Chicago and minutes from O'Hare International Airport and Chicago Executive Airport.
- Offers a full range of locations for light industrial and commercial uses. Sites include the Kensington Business Park, Randhurst Village, Downtown Mount Prospect, and numerous shopping centers.
- Access to two Metra commuter rail lines, the Union Pacific Northwest (UP-NW) and North Central Service (NCS)
- Access to I-90 and state roads (Northwest Highway, Rand Road, Golf Road, Route 83, Algonquin Road, Busse Road).

Additional Information is available on the Village website at www.mountprospect.org. For specific questions on topics contained in this guide, contact the Community Development Department at (847) 818-5328.

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Resources Available On Our Website

Visit www.mountprospect.org for up-to-date information about:

- Village Code requirements
- Demographic information (Community Profile)
- Properties available for sale or rent
- Permit and application forms
- Descriptions of the services and programs offered by each of the Village departments



Basic Requirements

In most circumstances, a business owner will go through the following steps towards opening a business in Mount Prospect:

Determine a Location

If you need assistance in determining a location, the Village maintains a list of available retail, office and industrial sites at www.mountprospect.org/biz

Verify Zoning and Use

When considering properties in Mount Prospect, you must ensure that your desired use is allowed in the zoning district that it is located. The zoning classification for a property dictates the permitted uses for a property. The zoning classification map and zoning class list are found on the Village website.

Attend a Pre-Application Meeting

It is best to schedule a meeting with Community Development staff to discuss items related to building, health, and zoning requirements. Staff members work with business owners to identify and understand applicable code requirements, utility connections, zoning, and permit applications. Opening lines of communication early - so that you can follow the proper procedures - will save you time and money.

Register with the County, State and Federal Government. See pages 6 - 8.

Apply for a Business License/Certificate - See page 5.

Submit A Sign Permit Application - See page 4.

Additional Requirements

In many circumstances, business owners will also encounter these processes when opening their business:

Planning and Zoning Commission Process

A review by the Planning and Zoning Commission may be necessary in order to proceed with your building or business plans. The Planning & Zoning Commission review process involves a three-phase procedure: (1) Staff review of the application and related materials; (2) review and recommendation by the Village's Planning & Zoning Commission; and (3) review and approval by the Village's Board of Trustees (if required). The process generally can be expected to take from twelve to sixteen (12 - 16) weeks from the time of initial application through final action by the Village's Board of Trustees. Complete details can be found on the Planning and Zoning page of the Village website.

Apply for Building Permits

A building permit is required for the construction of a new building, certain exterior improvements (including driveways, fences, parking lots, roofs and sidewalks), and interior remodeling that involves changing plumbing, electrical, fire/sprinkler, HVAC, walls, ceilings, or floors. See page 3.

Request a Liquor License or Outdoor Dining Permit - See page 4.

Did You Know?

The purpose of the business license registry program is to ensure the health and safety of the public, maintain emergency contact information on each business property, identify hazardous materials within the Village limit, and ensure proper zoning.





Building Permit Process

If you have technical (code) questions, email the Building Division:
building@mountprospect.org

Pre-Submittal Meetings

The Village highly recommends a pre-submittal meeting with the Building Permit Coordinator to ensure a complete submission is made. Complete application submissions assist staff in completing the review process in the most efficient manner, saving you time. A checklist is provided with the building permit application packet. To schedule a pre-submittal meeting, call (847) 818-5396, or e-mail PermitCoordinator@mountprospect.org.

Building Permits

A building permit is required for the construction of a new building, certain exterior improvements (including driveways, fences, parking lots, roofs and sidewalks), and interior remodeling that involves changing plumbing, electrical, fire/sprinkler, HVAC, walls, ceilings or floors. The permit review and inspection procedures protect the business owner's investment by ensuring that the construction is sound and that the area will be safe for the public. For more information or to obtain a building permit application, call (847) 870-5675 or visit the Village website.

Contractor License

Construction companies doing work within the Village of Mount Prospect (e.g. listed on your building permit) must maintain a current contractor license. This protects the property owner by assuring work is done properly. Contractor licenses must identify the owner and ownership structure of the company. A contractor license application is available on the Village website or on the second floor of Village Hall.

Pre-Construction Meetings

For large projects that include new utility connections or significant remodeling, a pre-construction meeting is recommended. You and your contractor will meet with representatives from the Building Division, Fire Department, and Public Works Department to address any issues specific to your project. To schedule a pre-construction meeting, contact the Permit Coordinator at (847) 818-5396 or e-mail PermitCoordinator@mountprospect.org.

Building Permit Inspections

Once work begins, the Building Division will inspect each major phase of construction. It is the responsibility of the person doing the work to schedule inspections at least 24 hours in advance. If the inspector finds that some of the work does not meet minimum code requirements, (s)he will provide a written explanation of the corrections that must be made to bring the work up to acceptable standards. Inspection Checklists are available for review on the Village website.

Certificate of Occupancy

When a final inspection for any structure is performed and approved by all applicable departments, a Certificate of Occupancy or Certificate of Completion may be issued by the Building Division. If your business required work under a building permit, a Certificate of Occupancy must be attained prior to opening.





Other Business-related Permits

Sign Permits

Village Code establishes limits on the size, height, number, location, and design of signs. Do not contract for your sign, including temporary signs, until you and/or your sign company have received a sign permit. Sign permit applications are available from the Building Division or on the Village website. See Chapter 7 of the Village Code for sign guidelines.

Outdoor Dining Permits

Outdoor dining areas are permitted on the same zoning lot as and in conjunction with an established restaurant in the B-3, B-4, or B-5 district, subject to the requirements outlined in Section 14.311B of the Village Code. Permits are required only if the outdoor dining area is proposed on public property. For more information, please contact the Deputy Director of Community Development.



Liquor License

If alcohol will be served or sold at the establishment a liquor license will be required. Questions pertaining to liquor licenses should be directed to the Village Manager's Office at (847) 818-5300.

FAQ's

How much is the license?

The fee charged for the license or certificate depends on the type of business and gross floor area of the establishment. The Community Development Department will determine and notify you of the cost, established in Division II of the Appendix to the Village Code. You will not be charged for the license until it is ready to be issued.

How are licenses reviewed and approved?

The issuance of a business license/certificate is dependent upon satisfactory completion of all inspections and reviews, including Zoning, Building, Police, Fire, and Health. If you have a building permit, a Certificate of Occupancy must be issued prior to Business License approval.

How do I renew a Business License or Certificate?

Renewing businesses may simply respond to the annual mailing from the Village's Finance Department. All businesses are required to have an annual Fire Prevention Inspection to renew their business license. To schedule your inspection, call the Fire Prevention Bureau at (847) 818-5253.

What if I'm purchasing an existing business?

If you are purchasing an establishment that has a valid business license, then you may transfer the license for a minimal fee, provided that the business location and type of business remain the same. **You must complete a business license application and pay the transfer fee.** The Fire Prevention Bureau will review the transfer information and determine if an inspection is required.

What if I have a home-based business?

Home-based businesses, or home occupations, are exempt from business license requirements. However, they must follow certain restrictions noted in the Village Code. See page 5 for additional details.



Business Licenses and Business Certificates

All businesses located within the Village of Mount Prospect are required to have a Business License or Business Certificate, with the exception of Home-Based Businesses.

A Business Certificate is required if your business is regulated by the State of Illinois. A complete list of State of Illinois regulated professions is found at www.idfpr.com. All other business types require a Business License.

Supporting Documentation

The following supporting documentation may be required, depending on your business type.

- Restaurants, grocery stores and similar businesses require the Food and Beverage acknowledgment form.
- Massage therapy and businesses with vending machines must include the applicable addenda form.
- Businesses that operate tow trucks or sell food to the public using a vehicle must provide proof of liability insurance.

Addenda forms are found on the Village's website along with the business license application, or may be picked up on the 2nd floor of the Village Hall. Contact the Community Development Department at 847/818-5328 with questions about business licensing or supporting documentation.

Home-Based Businesses (Home Occupations)

Home occupations are exempt from business licensing. Section 14.307 of the Village Code provides guidance on what is permissible.

- No person shall be employed other than a member of the immediate family residing in the home
- No employees (other than persons residing in the home) shall report to work at or near the premises
- Routine attendance/visitation (regardless of frequency) of employees associated with any home occupation is not permitted
- No home occupation shall generate customer, client or group visits of a greater frequency than what would be expected in a residential area where no home occupation exists. Any parking shall be provided on site and shall not exceed the required parking for a dwelling unit.
- Private instruction as a home occupation is permitted, but is limited to no more than three (3) pupils at a time.

THE BUSINESS LICENSE PROCESS





Village Registrations

Sales Tax Registration

Sales tax in Mount Prospect is 9.25%, except for qualifying foods, drugs, and medical supplies which are taxed at 2.25%. The total sales tax for retail/prepared food and beverages is 10.25% which includes a 1.0% tax which is remitted directly to the Village. The Illinois Department of Revenue (IDOR) handles collection and reporting of sales. You must register with IDOR if you conduct business in Illinois or with Illinois customers. This includes sole proprietors (individual or husband/wife), exempt organizations, or government agencies withholding for Illinois employees. See page 7 for state registration requirements.

Water Bill Registration

The new business owner must indicate to the Finance Department who is responsible for the payment of the water bill, and the address where the bill is to be sent. Contact the Finance Department for details.

Commercial Vehicle License

In addition to Mount Prospect resident's personal vehicles, commercial vehicles parked and associated with a Mount Prospect business are also required to have a vehicle license sticker. Contact the Finance Department for more information.

Alarm

Note on your Business License/Certificate application if your business has a security alarm system, to ensure that your business address is added to our monitoring system.

County Registrations

Assumed Business Name Registration

The Clerk's office registers business names known as "assumed names" for new businesses in accordance with Illinois law. An assumed name is issued to any business entity that uses a name other than the name(s) of the individual(s) who own or operate the business. For example, a business called "John Jones, P.C." (i.e. owner's full name and title) does not have to file an assumed name, but "Jones Wrecking" does.

The following types of companies that conduct business in Cook County are required to register assumed names with the Clerk's office:

- Sole proprietorships
- General partnerships
- Professional services corporations

Other types of companies must register with the Illinois Secretary of State (see page 7). The Clerk's office website has useful information about the types of businesses that must register, steps for registering an assumed business name, and how to modify business names, addresses, or partners.

Cook County Clerk
Bureau of Vital Records
50 West Washington Street, East Concourse Level - 25
Chicago, Illinois 60602
Telephone: (312) 603-7790
www.cookcountyclerk.com/vitalrecords/busnamereg/





Illinois Business Registration

The business registration process depends on the ownership structure of your business. New business owners should consult an attorney or an accountant to determine the appropriate ownership structure.

Sole Proprietorship and General Partnership

Requires Only County Registration. A sole proprietorship is a business which is owned and operated by an individual. A general partnership is defined as two or more individuals carrying on an association as co-owners of a business for profit. See page 6 - County Registrations.

Partnerships, Companies, Corporations

All other business types (see right) must file with the Illinois Secretary of State. Application requirements vary depending on the business structure, visit their website for more information:

Illinois Secretary of State Business Services
69 West Washington Street, 12th Floor
Chicago, Illinois 60602
Telephone: (312) 793-3380
www.cyberdriveillinois.com/services/business.html

Illinois Business Tax Registration

The Illinois Department of Revenue (IDOR) handles collection and reporting of sales. **If you conduct business in the state of Illinois, or with Illinois customers, you must register with IDOR.** This includes sole proprietors (individual or husband/wife), exempt organizations, or government agencies withholding for Illinois employees, regardless if your business collects sales taxes. *Note: You must have a FEIN to register your business with the state of Illinois (see Page).*

You can register your business for free online. When registration is complete, your business will be assigned an Illinois Business Tax (IBT) number, which must be included on your Business License Application. For additional information, contact:

Illinois Department of Revenue
Chicago Regional Office
100 West Randolph Street
Chicago, Illinois 60601
(800) 732-8866
<http://tax.illinois.gov>

What's Your Business Structure?

The following business types require registration with the IL Secretary of State.

Limited Partnership (LP)

A limited partnership is an organization made up of a general partner, who manages a project; and limited partners, who invest money but have limited liability.

Limited Liability Partnership (LLP)

If organized as a limited liability partnership under a specific section of the General Partnership Act, partners are not liable for the debts, obligations and liabilities of, or chargeable to the partnership arising from negligence, wrongful acts, omissions, misconduct or malpractice committed while the partnership is a limited liability partnership.

Limited Liability Company (LLC)

A limited liability company 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.

"C" and "S" Corporations

A corporation is a distinct legal entity and is the most complex form of organization. "C" Corporations and "S" Corporations must register with the Secretary of State's Office. Booklets are available upon request on organizing domestic corporations (headquartered in Illinois) or foreign corporations (headquartered out of state or out of country).

Register





Did You Know?

Applying for a Federal Employee Identification Number is free, and online applications are processed immediately!

Federal Employee Identification Number (EIN)

Most businesses operating in Mount Prospect, with the exception of certain sole proprietors, must register for a EIN through the Internal Revenue Service.

If you or your business:

- Has employees
- Operates as a corporation or partnership
- Files tax returns for employment, excise, alcohol, tobacco or firearms
- Withhold taxes on income, other than wages, paid to a non-resident alien
- Has a Keogh plan (A tax deferred pension plan for self-employed individuals or unincorporated businesses for retirement purposes.)
- Are involved with any of the following: Trusts, except certain grantor-owned revocable trusts; IRAs; Exempt Organization Business Income Tax Returns; Estates; Real estate mortgage investment conduits; Non-profit organizations; Farmers' cooperatives; Plan administrator

...you need a Federal Employee Identification Number!

Save time by applying for an EIN online. Once the application is completed, the information is validated by the IRS and an EIN is issued immediately. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

Your EIN must be included on the application for a Village Business License (see Page __ for details).

For additional information, to request forms or apply for a Federal EIN, call the IRS hotline at (800) 829-3676, or visit www.irs.gov/Businesses. You may also visit the local IRS walk-in center:

IRS Taxpayer Assistance Center
5100 River Road
Schiller Park, Illinois 60176
(847) 737-6688 (no live telephone assistance)





Illinois Business Laws & Requirements

Labor Laws

Businesses 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:

Illinois Department of Labor
160 N. LaSalle St., Suite C-1300
Chicago, IL 60601
(312) 793-2800
www.state.il.us/agency/idol/

Workers' Compensation

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 workers' compensation. For further information contact:

Illinois Workers' Compensation Commission
100 West Randolph Street, Suite 8-200
Chicago, Illinois 60601
Voice: (312) 814-6611
www.state.il.us/agency/iic/

Poster Requirements

The Illinois Department of Labor (IDOL) requires employers to display the "Your Rights Under Illinois Employment Laws" poster. Other state notices may be required depending on the type of business. For more information or to request state posters, contact:

Illinois Department of Labor
Fair Labor Standards Division
160 North LaSalle Street, Suite C-1300
Chicago, Illinois 60601
(312) 793-2800
www.illinois.gov/idol/Employers/Pages/posters.aspx

Federal Business Laws and Requirements

Anti-Discrimination Laws

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for the enforcement of all anti-discrimination laws. Business owners should acquaint themselves with these laws because they affect the company's hiring practices. For more information, visit the EEOC website at www.eeoc.gov/employers.

Federal Taxes

Businesses operating as Partnerships (LP, LLP) or Corporations (LLC, S or C Corps) must have a Federal Employer Identification Number (EIN). Many sole proprietors are also required to have a EIN. The Internal Revenue Service (IRS) 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 tax information or to request forms, call the IRS hotline at (800) 829-3676, go online to www.irs.gov/Businesses. See page 8 for information on attaining an EIN.



Federal Poster Display Requirements

Federal and state laws require certain posters be displayed on business premises to inform employees of their Workers' Compensation rights and benefits.

Businesses with one or more employees must display these posters:

- *Equal Employment Opportunity is the Law*
- *Fair Labor Standards Act*
- *Employee Polygraph Protection Act*
- *Family Medical Leave Act*
- *Occupational Safety & Health Act*
- *The Uniformed Services Employment and Reemployment Rights Act*

Other federal notices may be required depending on the type of business. For more information or to request federal posters, please contact:

United States Department of Labor
Chicago District Office, Wage and Hour Division
230 South Dearborn Street, Room 400-12
Chicago, Illinois 60604
(312) 789-2950
www.dol.gov/compliance/topics/posters.htm



Village Code Requirements For Business Owners

There are many types of rules and regulations that pertain to businesses - here are a few of the most common categories. For detailed information refer to the Village Code, available on the web at www.mountprospect.org.

Planning Division: (847) 818-5328

Zoning Requirements

Chapter 14 of the Village Code provides zoning regulations governing land use and development. All business licenses are reviewed to ensure the use is permitted in the proposed location. Construction of new buildings, exterior improvements, and interior remodeling for a change of use also requires compliance with zoning regulations. Common zoning regulations include bulk, parking, landscaping, and lighting requirements.

Outdoor Sales and Storage

Outside sales and service of seasonal retail merchandise is permitted only under the terms of the Village Code. For example, outdoor sales must be an accessory use and the sale of seasonal items must be during the time of the year when such items are normally used. Sales are restricted to private property unless located in the central business district, and a path no less than five feet (5') for pedestrian movement is maintained. Consult Section 14.311 of the Village Code for more information.

Commercial Vehicles

The Village Code contains specific guidelines for the parking, number, location, size, signage and storage of commercial vehicles in a residential neighborhood. Residential parking of commercial vehicles with Class D or higher license plates is prohibited. Commercial vehicles are required to have a vehicle license sticker, available through the Finance Department.

Building Division: (847) 870-5675

Construction Site Maintenance Requirements

Construction job sites must be kept clean at all times; every effort be made to protect the surrounding public and private area. View complete requirements on the Village website or contact the Building Division for more information.

Permitted Construction Hours

Contractors are permitted to work Monday - Sunday 7 a.m. - 7 p.m. to protect surrounding properties from excess noise during the evening hours.

Environmental Health Division: (847) 870-5668

Property Maintenance

All businesses and residences in the Village of Mount Prospect are responsible for maintaining their property in accordance with the Village's Property Maintenance Code, which includes regular mowing / trimming of landscaping and maintenance of building exteriors. Driveways, sidewalks, and parking areas must be kept clear of snow and ice. Dumping of snow or ice onto the roadway, sidewalks or public right-of-way is strictly prohibited. Contact the Environmental Health Division for additional information.

Health Requirements

Businesses that include preparation of food must meet the requirements of the Village's health code. This includes approval of the location and type of equipment such as stoves or sinks. See Chapter 12 of the Village Code or contact the Environmental Health Division.





Public Works

The Village's Public Works Department is located in a building separate from Village Hall and includes several divisions: Engineering, Forestry and Grounds, Solid Waste, Streets, and Water/Sewer.

Mount Prospect Public Works Department
1200 W. Central Road
Phone: (847) 870-5640
E-mail: publicworksdept@mountprospect.org

Engineering Division

The engineering office provides information on site development activities, utility location and connections, storm water management, and floodplain locations.

Streets Division

The Streets Division is responsible for most improvements within the right-of-way. This includes the sidewalks, curbs, streets, signs, and trees.

Water/Sewer Division

The Water/Sewer Division is responsible for municipal water leaks, water meters, sewer replacement and repair, street light outages, and utility locates.

Garbage Disposal

Each business owner or landlord is responsible for arranging solid waste collection at least once every seven (7) days. All refuse must be collected by a Village-licensed hauler; contact Public Works for more information.

Police and Fire Departments

Parking

Parking is prohibited on Village streets between the hours of 2 a.m. and 6 a.m. and is not allowed on unpaved surfaces or over sidewalks. Residential parking of commercial vehicles with Class D or higher license plates is prohibited. See Sections 14.2208 and 14.307 of the Village Code for more information.

Building Security Surveys and Crime Prevention Education

The Mount Prospect Police Department Crime Prevention Unit provides free building security surveys to protect your employees and business assets. The unit can also provide useful information on personal safety and workplace violence prevention. Contact the Crime Prevention Unit at (847) 870-5650 or via e-mail at crimeprevention@mountprospect.org.

Fire Prevention Surveys

Fire Prevention personnel will conduct annual fire prevention surveys to identify any deficiencies that may cause or contribute to the spread of fire. If the size or nature of your business requires automatic sprinklers or a fire alarm system, the Fire Prevention Bureau will work jointly with your fire protection service contractor to ensure the systems are tested annually and maintained to function properly.

Fire Safety Education

Fire Department personnel can conduct fire safety education presentations for your business, civic organization, or school. Frequently requested topics include evacuation planning, fire extinguishers, burn prevention, CPR, smoke detectors, and other fire safety topics.

Public Right-of-Way

You must contact the Public Works Department before making any changes to the public right-of-way. This includes sidewalk/driveway repair, digging, planting of trees or shrubs, or sprinkler system installation.

Tree Protection

Trees within the public right-of-way must be protected during construction. This includes fencing the drip line to protect the roots from damage from digging or contractor vehicles. Additionally, there is a proper way to cut a root if it impacts the pouring of a driveway apron. All construction projects are reviewed to see if a Tree Protection Plan is necessary (based upon location of trees and proposed work). See the Village's "Construction Site Maintenance Guidelines" for details.

Fire Flow Data

If your insurance carrier needs fire flow data, it may contact the Public Works Department. Operation of fire hydrants is prohibited unless previously authorized by the Director of Public Works.





Federal Resources

US Small Business Administration
Illinois District Office
500 West Madison St., Suite 1150
Chicago, Illinois 60661
(312) 353-4528
www.sba.gov

U.S. Small Business Administration

The U.S. Small Business Administration (SBA) provides 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.

State of Illinois Resources

IL Dept of Commerce & Economic
Opportunity
James R. Thompson Center
100 West Randolph Street
Chicago, Illinois 60601
(312) 814-7179
www.illinois.gov/dceo

Illinois Department of Commerce and Economic Opportunity (DCEO)

DCEO provides a wide variety of information and resources designed for small business owners. Topics include financing, location placement (including incubators and workspaces), laws, regulations and permitting.

DCEO: Business Information Center

A single statewide resource for individuals and business to obtain comprehensive regulatory and permitting information. Services include a toll free helpline 800-252-2923. Para información en español por favor llamar al: 1-800/252-2923 o envíe su mensaje por medio del Correo electrónico Sonia.Gerson@illinois.gov

DECO: Step By Step Guide To Opening A Business

This guide will inform you of various legal requirements and direct you to additional resources, making it an excellent “starting point”. Questions on the guide can be directed to the Business Information Center at (800) 252-2923.

Illinois Department of Employment Security (IDES)

IDES provides employers with human resource solutions as well as information on unemployment taxes and reporting.

Illinois Job Link Employment Service

Illinois Job Link can assist you with finding new employees. Call (877) 342-7533 or visit illinoisjoblink.illinois.gov for more information on employee recruitment.

Labor Market Information

IDES provides information about labor market conditions and industry projections in Illinois. Visit www.ides.illinois.gov/Pages/VLMI.aspx to find employment statistics, job forecasts, wages, demographic characteristics, and more.

Unemployment Insurance

If your business hires employees, you may be required to make unemployment insurance contributions to IDES. For employer tax information and assistance with forms, call the IDES Employer Hotline or visit the IDES website.

IL Dept of Employment Security
33 South State St., 10th Floor West
Chicago, Illinois 60603
Employer Hotline: (800) 247-4984
www.ides.illinois.gov

Cook County Resources

Cook County Bureau of Economic
Development
69 West Washington St., Suite 3000
Chicago, Illinois 60602
(312) 603-1077
cookcountyil.gov/economicdevelopment

Cook County Bureau of Economic Development

The Economic Development Toolbox directs you quickly to a variety of Cook County resources. Guidance includes information on becoming a vendor to Cook County, available business incentive programs, and forms required for those that need to do work within a County-owned right-of-way. The Toolbox also connects you to data sources such as County Census Data, Property Information Portal, Maps and GIS data.



Regional Resources

Chicago SCORE
500 West Madison Street
Suite 1150
Chicago, Illinois 60661
(312) 353-7724
www.scorechicago.org

Service Corps of Retired Executives (SCORE)

The Service Corps of Retired Executives (SCORE) and the SBA conduct seminars at various locations in Illinois on starting and operating a business, and provide individual counseling. Mentoring and programming is free or low-cost and held in convenient locations throughout the Chicago and the suburbs.

SBDC at Harper College
650 East Higgins Road, Suite 18N
Schaumburg, Illinois 60173
(847) 925-6520
goforward.harpercollege.edu/business
sbdc@harpercollege.edu

Small Business Development Center (SBDC) at Harper College

Harper Community College houses an SBDC at Harper Professional Center in Schaumburg, which offers a variety of courses and business assistance including courses on writing a business plan. Help is also available for bidding on government procurement contracts and engaging in international trade.

Local Resources

Mount Prospect Public Library
10 South Emerson Street
Mount Prospect, Illinois 60056
(847) 253-5675
www.mpppl.org

Mount Prospect Public Library

The Mount Prospect Public Library collection includes popular resources such as business magazine articles and directories for identifying suppliers, potential customers, competitors, and major area employers. Reference staff is available to help you gather the information you need to grow your business through their no-cost "Reference By Appointment" service.

Community Connections Center
1711 West Algonquin Road
Mount Prospect, Illinois 60056
(847) 506-4930
www.mountprospect.org

Mount Prospect Community Connections Center

The Community Connections Center strives to create a healthy Mount Prospect community by providing a pathway to Village services, social services, medical health, personal safety, library services, quality education, economic self-sufficiency, jobs, cultural enrichment and other services for all residents. Partner agencies include the Mount Prospect Public Library, Northwest Community Hospital, and School Districts 214 and 59.

Mount Prospect Entrepreneurs
Initiative (MPEI)
50 S. Emerson Street
(847) 818-5328
MPEI@mountprospect.org
www.mountprospect.org/MPEI

Mount Prospect Entrepreneurs Initiative (MPEI)

The Mount Prospect Entrepreneurs Initiative is a partnership of Village Hall, Mount Prospect Public Library, and Mount Prospect Chamber of Commerce. MPEI provides programming to encourage, strengthen and support small business in Mount Prospect. MPEI provides:

Entrepreneur's Café - events and workshops to help entrepreneur's get started

Spotlight On Success Film Series - business films designed to engage and inspire

E-newsletter - a free, monthly e-newsletter filled with tips and advice for small business owners. Information on upcoming business workshops and networking events are also included.

and More: Business mentoring, podcasts, networking, and a Business Event Calendar ensures busy entrepreneurs are connected to resources to help them succeed.



MOUNT PROSPECT
ENTREPRENEURS
INITIATIVE





Local Business Organizations

Mount Prospect Chamber of
Commerce
107 South Main Street
Mount Prospect, Illinois 60056
(847) 398-6616
www.mountprospectchamber.org

Mount Prospect Chamber of Commerce

The Chamber mission is to promote, support and enrich the local business community through delivery of quality services, effective communication, and the establishment of partnerships with individuals, community organizations, fellow chamber members and governmental bodies. Membership is open to all Mount Prospect businesses.



Mount Prospect Downtown
Merchants Association (MPDMA)
P.O. Box 632
Mount Prospect, Illinois 60056
(847) 506-4948
info@MPDowntown.com
www.mpdowntown.com

Mount Prospect Downtown Merchants Association

The Village is dedicated to maintaining a lively downtown business district. The MPDMA mission is to bring public awareness to Mount Prospect's downtown area by providing:

- Family-oriented, pedestrian-friendly events
- Cross-marketing opportunities
- Quality products and services
- Business practices of the highest ethical standards



All Mount Prospect businesses - located in the corporate boundary of the Village - may join the MPDMA.

Experience Mount Prospect

Village of Mount Prospect
Experience Mount Prospect Program
50 S. Emerson Street
Mount Prospect, Illinois 60056
(847) 818-5327
pio@mountprospect.org
www.experiencemountprospect.org

The Village offers a FREE marketing and promotion campaign, available to all businesses located in Mount Prospect, called Experience Mount Prospect.

If you are a local business owner or manager, you can take advantage of our monthly marketing e-newsletter, which highlights monthly business specials. You can also request to be listed in our on-line business directory. For more information, visit www.experiencemountprospect.org

Did You Know?

Experience Mount Prospect is a great way to promote your business and be involved in your local community.





Village of Mount Prospect

Village Hall
50 S. Emerson Street (847) 392-6000
www.mountprospect.org

Community Development Department (847) 818-5328
Building Division (847) 870-5675
Environmental Health Division (847) 870-5668
Planning Division (847) 818-5328
Finance Department (847) 392-6000
Village Manager's Office (847) 818-5300

Public Works
1700 W. Central Road (847) 870-5640
publicworksdept@mountprospect.org

Police and Fire Departments
112 E. Northwest Highway
Police Department (non-emergency) (847) 870-5656
policedepartment@mountprospect.org

Fire Department (non-emergency) (847) 870-5666
Fire Prevention (inspections) (847) 818-5253

Cook County

General Phone (312) 603-5500
www.cookcountyil.gov

Cook County Clerk (312) 603-5656
www.cookcountyclerk.com

Cook County Assessor (312) 443-7550
www.cookcountyassessor.com

Bureau of Economic Development (312) 603-1077
blog.cookcountyil.gov/economicdevelopment

Dept. of Transportation and Highways (312) 603-1601
District #1 located in Schaumburg (847) 397-4145
District #2 located in Des Plaines (847) 827-1164

Townships

Elk Grove Township (Mount Prospect South of Central Road)
2400 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 437-0300
www.elkgrovetownship.com

Wheeling Township (Mount Prospect North of Central Road)
1616 N. Arlington Heights Road
Arlington Heights, IL 60004
(847)259-7730
www.wheelingtownship.com

Park Districts

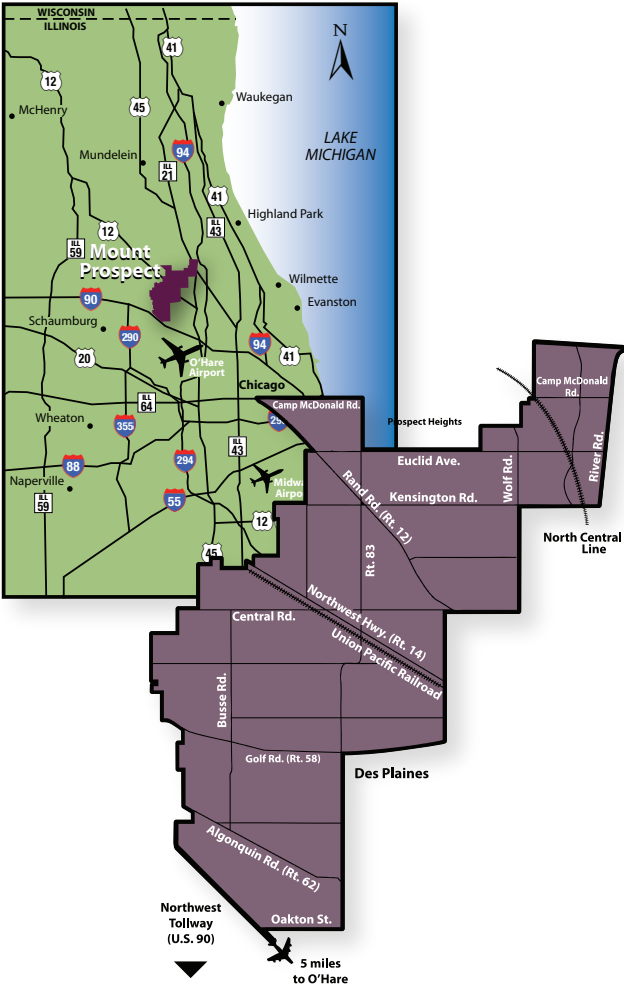
There are several park districts within Mount Prospect's boundaries. For a map, see the Village web site.

Mt. Prospect Park District
1000 W. Central Road
Mount Prospect, IL 60056
(847) 255-5380
www.mppd.org

River Trails Park District
1500 E. Euclid Avenue
Mount Prospect, IL 60056
(847) 255-1200
www.rtpd.org

Demographics

Demographic Data is available on the Village Website (www.mountprospect.org) and in our Community Profile.





Business Resource Guide

Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, IL 60056

(847)818-5328

www.mountprospect.org/biz
www.mountprospect.org/MPEI

comdev@mountprospect.org