

# Village of Mount Prospect

# 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 Ideal 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.

*Location:* 23 miles northwest of downtown Chicago, 15 minutes from both O'Hare International Airport and Chicago Executive Airport. Access to two Metra commuter rail lines, the Union Pacific Northwest (UP-NW) and North Central Service (NCS), easy access to I-90 and frontage along multiple local highways (US-14, US-12, IL-58, IL-83, IL-62).

*Space:* home to a variety of light industrial and commercial space opportunities, including Kensington Business Park, Randhurst Village, Downtown Mount Prospect, numerous shopping centers, and industry-friendly South Mount Prospect.

*Quality of Life:* our area boasts great schools, library, an educated workforce and limitless recreational/entertainment opportunities.

More information is available at [www.mountprospect.org](http://www.mountprospect.org). For specific questions on topics contained in this guide, contact the Community Development Department at 847-818-5328.

## Resources Available at [www.mountprospect.org](http://www.mountprospect.org)

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

# INSIDE THE GUIDE

- First Steps to Opening a Business... 2**
- Building Permits... 3**
- Other Permits & Required Paperwork... 4**
- Business License Process... 5**
- Registrations... 6**
- Village Code Requirements... 10**
- Resource Organizations... 12**
- Contact Information... 15**

## FIRST STEPS TO OPENING A BUSINESS

### 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](http://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.

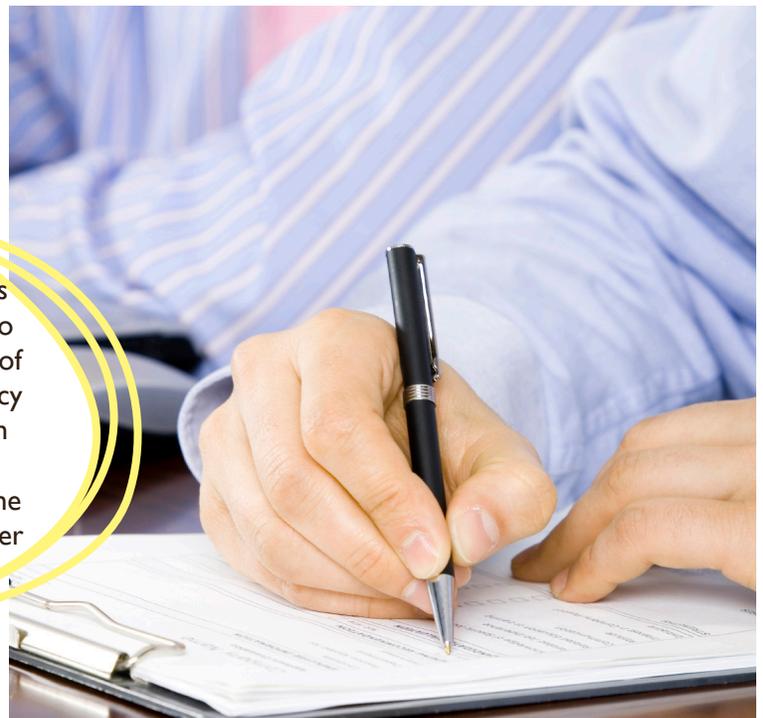
#### *Apply for Building Permits*

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 and Inspection Services Department: [building@mountprospect.org](mailto:building@mountprospect.org)

#### *Pre-Submittal Meetings*

The Village highly recommends a pre-submittal meeting with the Building Services 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 [building@mountprospect.org](mailto:building@mountprospect.org).

#### *Building Permits*

A building permit is required for the construction of a new building, certain exterior improvements (including driveways, fences, 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 Licenses*

Construction companies doing work within the Village of Mount Prospect (e.g. listed on your building permit) must maintain a current contractor license. Village Code requires only General Contractor's to be licensed by the Village before beginning any project. The following is an overview of some of the contractor licensing requirements: All General Contractors must pay a fee of \$200 for their registration and license, which is good for 365 days. Subcontractors are no longer required to pay a fee for the annual registration, but still must register. Roofing, fire alarm/sprinkler, and plumbing contractors must submit a copy of their current Illinois State Registration and state bond to obtain their Village license, which is issued at no charge. Electrical contractors must submit a copy of their current registration to obtain a Village license. 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 Building Services Coordinator at (847) 818-5396 or e-mail [building@mountprospect.org](mailto:building@mountprospect.org).

#### *Building Permit Inspections*

Once work begins, the Building and Inspection Services Department 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 PERMITS & REQUIRED PAPERWORK

### 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 and Inspection Services 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 at 847-818-5288.

#### *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?*

The Village now has online renewal for Business Licenses/Certificates! Existing businesses may also respond to the annual mailing from the Village's Finance Department.

#### *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 Section 14.307 of the Village Code. Such restrictions include:

- 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.



# BUSINESS LICENSE PROCESS

## Business Licenses and Business Certificates

All businesses located within the Village of Mount Prospect are required to have a Business License/Certificate, with the exception of home-based businesses (see page 4). Applications are available on the Village website or can be picked up on the 2nd floor of Village Hall.

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](http://www.idfpr.com). All other business types require a Business License. The same application form applies for both Licenses and Certificates.

### Supporting Documentation

The following supporting documentation may be required to be submitted with a Business License Application. Addenda forms are found on the Village's website. Contact the Community Development Department at 847-818-5328 with questions about business licensing or supporting documentation.

**Food & Beverage Forms.** The Village has a 1% local tax applied to the sale of all prepared food and beverages. Restaurants, grocery stores and similar businesses require the Food and Beverage acknowledgment form, which includes the Taxpayer Bill of Rights, the Village's Food and Beverage Tax Ordinance, and a sample Tax Return Form.

**Vending Machine Addendum.** Businesses with vending machines must include the Vending Machine addendum form.

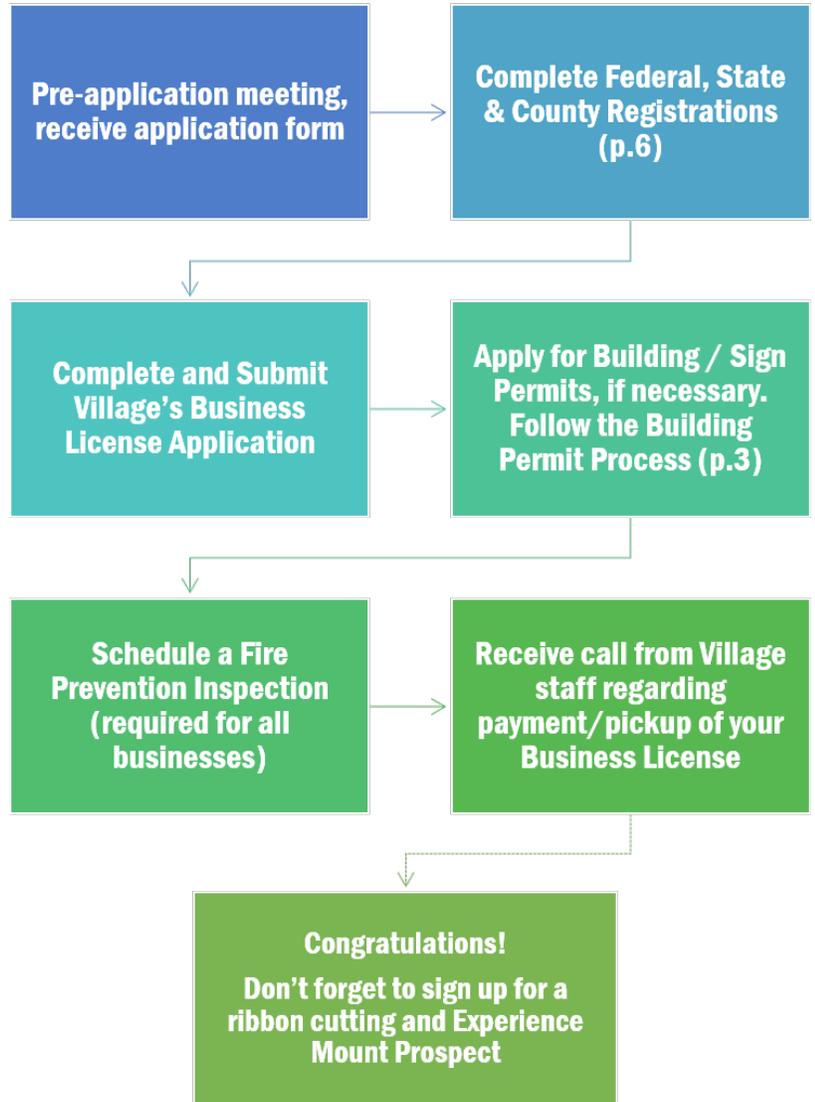
**Massage Therapy.** All massage therapy business license applicants must provide the Massage Therapy Addendum. Note that a Special Use is required for Massage Therapy establishments.

**Tow Trucks/Ice Cream/Vending Trucks.** Businesses that operate tow trucks or sell food to the public using a vehicle must provide proof of liability insurance.

### Application Process

Applications for Business Licenses are routed to several departments for review and approval. All businesses require a fire inspection prior to the issuance of a business license; to schedule your inspection, call the Fire Prevention Bureau at (847) 818-5253.

If you are doing work that requires a building permit, a business license will not be issued until the Building and Inspection Services Department has issued a certificate of occupancy (which also requires the fire inspection noted above).



## Mount Prospect Business Resource Guide

# VILLAGE & COUNTY REGISTRATIONS

### 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

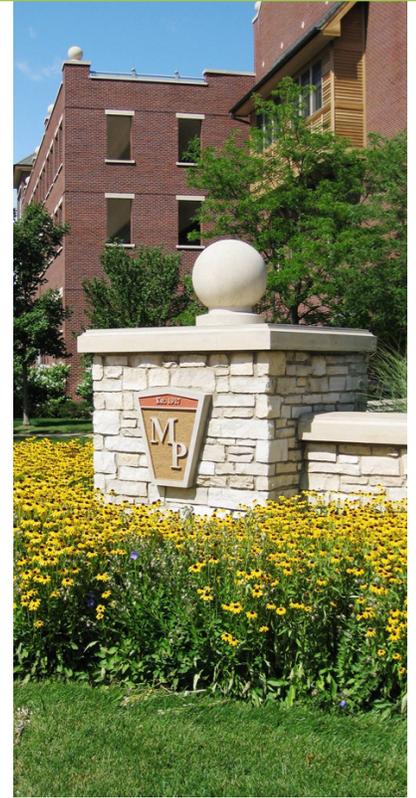
payment of the water bill, and the address where the bill is to be sent. Contact the Finance Department for details.

#### *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. You can also register online using the link below.

Cook County Clerk | Bureau of Vital Records  
50 West Washington Street, East Concourse Level - 25, Chicago, Illinois 60602  
312-603-7790  
[www.cookcountyclerk.com/service/assumed-business-name-registration](http://www.cookcountyclerk.com/service/assumed-business-name-registration)





### 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).

### 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](http://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>



# FEDERAL REGISTRATION

### 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](http://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)

### 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, Rm 400-12  
Chicago, Illinois 60604  
312-789-2950  
[www.dol.gov/compliance/topics/posters.htm](http://www.dol.gov/compliance/topics/posters.htm)



# STATE & FEDERAL LAWS

### 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](http://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](http://www.irs.gov/Businesses). See page 8 for information on attaining an EIN.

### 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/](http://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  
312-814-6611  
[www.state.il.us/agency/iic/](http://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](http://www.illinois.gov/idol)



# VILLAGE CODE REQUIREMENTS

For detailed information refer to the Village Code, available on the web at [www.mountprospect.org](http://www.mountprospect.org). Department contact information is on page 15.

### Planning and Economic Development Division

- 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.

- 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 and Inspection Services Division

- 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, including roadways and sidewalks.

- 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

- 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.

- 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.

### Police Department

- 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.

- 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.



## Fire Department

- 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 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](mailto: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.

- Public Right-of-Way

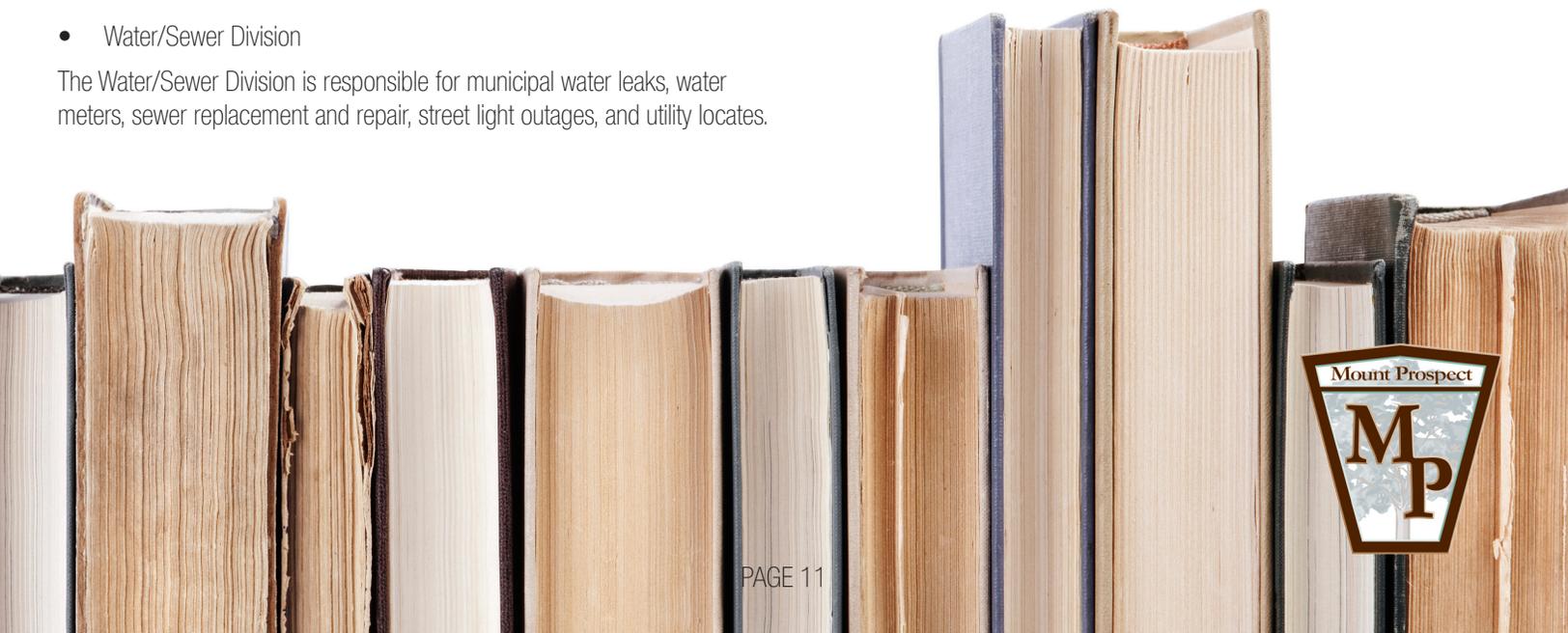
You must contact the Public Works Department before making any changes to the public right-of-way. This includes sidewalk/driveway repair, digging, planting of trees or shrubs, or sprinkler system installation.

- 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.



# BUSINESS RESOURCE ORGANIZATIONS

### Federal Resources

U.S. Small Business Administration  
Illinois District Office  
500 West Madison St., Suite 1150  
Chicago, Illinois 60661  
312-353-4528  
[www.sba.gov](http://www.sba.gov)

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

Illinois Department of Commerce and Economic Opportunity (DCEO)  
James R. Thompson Center  
100 West Randolph Street  
Chicago, Illinois 60601  
312-814-7179  
[www.illinois.gov/dceo](http://www.illinois.gov/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: 800-252-2923 o envíe su mensaje por medio del Correo electrónico [Sonia.Gerson@illinois.gov](mailto: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)

33 South State St., 10th Floor West  
Chicago, Illinois 60603  
Employer Hotline: 800-247-4984  
[www.ides.illinois.gov](http://www.ides.illinois.gov)

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](http://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](http://www.ides.illinois.gov) 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 information and assistance with forms, call the IDES Employer Hotline or visit the IDES website.

### Cook County Resources

Cook County Bureau of Economic Development  
69 West Washington St., Suite 3000  
Chicago, Illinois 60602  
312-603-1077  
[www.cookcountyl.gov/bureau-of-economic-development](http://www.cookcountyl.gov/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](http://www.scorechicago.org)

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  
[www.goforward.harpercollege.edu/business/sbdc/](http://www.goforward.harpercollege.edu/business/sbdc/)  
[sbdc@harpercollege.edu](mailto:sbdc@harpercollege.edu)

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.mppl.org](http://www.mppl.org)

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.



Village of Mount Prospect's Community Connections Center  
1711 West Algonquin Road, Mount Prospect, Illinois 60056  
847-506-4930 | [www.mountprospect.org/CommunityConnectionsCenter](http://www.mountprospect.org/CommunityConnectionsCenter)

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, Mount Prospect, IL 60056  
847-818-5305 | [www.mountprospect.org/MPEI](http://www.mountprospect.org/MPEI) | [MPEI@mountprospect.org](mailto:MPEI@mountprospect.org)

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

- Events, educational workshops and networking opportunities to help entrepreneur's get started
- Spotlight On Success Film Series - business films designed to engage and inspire
- E-newsletter - a free e-newsletter filled with upcoming events, tips and advice for small business owners.
- Business advising through our Access to Advisors program (A2A)
- Original MPEI podcasts, featuring interviews with local business owners,
- a Business Event Calendar, and much more!



## Mount Prospect Business Resource Guide

# BUSINESS SUPPORT

Mount Prospect Chamber of Commerce  
107 South Main Street, Mount Prospect, Illinois 60056  
847-398-6616 | [www.mountprospectchamber.org](http://www.mountprospectchamber.org)

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.

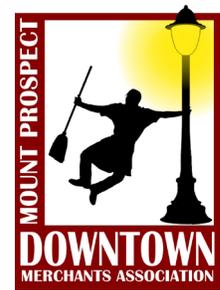


Mount Prospect Downtown Merchants Association (MPDMA)  
P.O. Box 632, Mount Prospect, Illinois 60056  
847-506-4948 | [www.mpdowntown.com](http://www.mpdowntown.com) | [info@MPDowntown.com](mailto:info@MPDowntown.com)

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  
50 S. Emerson Street, Mount Prospect, IL 60056  
847-818-5300 | [www.experiencemountprospect.org](http://www.experiencemountprospect.org)  
[experience@mountprospect.org](mailto:experience@mountprospect.org)

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

Local businesses can take advantage of our monthly marketing e-newsletter, which highlights monthly business specials. Owners can also request to be listed in the Experience Mount Prospect on-line business directory. Learn more at [www.experiencemountprospect.org](http://www.experiencemountprospect.org).



## GENERAL INFORMATION & PHONE NUMBERS

**Village of Mount Prospect | Village Hall**  
**50 S. Emerson Street | 847-392-6000**  
**[www.mountprospect.org](http://www.mountprospect.org)**

Community Development Department | 847-818-5328  
Building and Inspection Services Division | 847-870-5675  
Environmental Health | 847-870-5668  
Planning and Economic Development | 847-818-5328  
Finance Department | 847-392-6000  
Village Manager's Office | 847-818-5300

**Public Works Department**  
1700 W. Central Road | 847-870-5640  
[publicworksdept@mountprospect.org](mailto:publicworksdept@mountprospect.org)

**Police and Fire Departments**  
112 E. Northwest Highway  
Police Department (non-emergency) | 847-870-5656 [policedepartment@mountprospect.org](mailto:policedepartment@mountprospect.org)  
Fire Department (non-emergency) | 847-870-5666  
Fire Prevention (inspections) | 847-818-5253

**Elk Grove Township (South of Central Road)**  
2400 S. Arlington Heights Road | Arlington Heights, IL 60005  
847-437-0300 | [www.elkgrovetownship.com](http://www.elkgrovetownship.com)

**Wheeling Township (North of Central Road)**  
1616 N. Arlington Heights Road | Arlington Heights, IL 60004  
847-259-7730 | [www.wheelingtownship.com](http://www.wheelingtownship.com)

**Cook County**  
118 N. Clark Street, Chicago, IL 60602  
General Phone | 312-603-5500  
[www.cookcountyil.gov](http://www.cookcountyil.gov)  
Cook County Clerk | 312-603-5656  
[www.cookcountyclerk.com](http://www.cookcountyclerk.com)  
Cook County Assessor | 312-443-7550  
[www.cookcountyassessor.com](http://www.cookcountyassessor.com)  
Bureau of Economic Development | 312-603-1077  
[www.cookcountyil.gov/bureau-of-economic-development](http://www.cookcountyil.gov/bureau-of-economic-development)  
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

**Mt. Prospect Park District**  
1000 W. Central Road, Mount Prospect, IL 60056  
847-255-5380 | [www.mppd.org](http://www.mppd.org)

**River Trails Park District**  
1500 E. Euclid Avenue | Mount Prospect, IL 60056  
847-255-1200 | [www.rtpd.org](http://www.rtpd.org)

*There are four park districts within Mount Prospect's boundaries. For a map of the districts, see the Village website.*

**Demographics**  
Demographic data is available on the Village's Business page: [www.mountprospect.org/biz](http://www.mountprospect.org/biz).

