

Village of Mount Prospect Restaurant Start-up Guide

November 2017



Considering a Restaurant Location in Mount Prospect?

Restaurants play an especially important role in many communities. In addition to providing a place to obtain food service, these establishments can be a focal point to facilitate an exchange of ideas. People love to meet in restaurants! Consequently, having a successful restaurant in the community benefits both the owner and the Village. This informational brochure is a supplement to the Village Code when you consider restaurant locations in Mount Prospect. It may not be very inclusive or answer all your questions, but will point you in the right direction.

Getting Started

Opening lines of communication with the Village, so that you can be familiar with the proper procedures, will save you time and money. The Community Development Department consists of the Planning, Environmental Health, and Building Divisions. Our Staff is available to work with business owners in identifying and understanding applicable code requirements, utility connections, zoning regulations, and to assist you with any other questions. Staff also will provide the applications for any needed permits. To best understand the requirements of Village ordinances and avoid any misunderstandings, you may wish to schedule a no-cost, pre-development meeting with the Village's Development Committee to discuss items related to code requirements. Planning, Environmental Health, and Building representatives from Community Development, as well as representatives from the Fire Department, Public Works, and the Village Managers Office attend pre-development meetings. To schedule this free meeting, contact Community Development at (847) 818-5306 or via email at comdevdept@mountprospect.org.



Visit: www.mountprospect.org
www.experiencemountprospect.org
Email: comdevdept@mountprospect.org
Call: (847) 818-5328

The Planning Division Can Help You With:

Zoning Classification: When considering commercial properties in Mount Prospect, you must verify property zoning. The zoning classification for a property dictates the permitted uses for a building on that land parcel as well as the size and placement of the building, and other requirements such as parking. Restaurants are a Permitted Use in the B2, B3, B4, B5, and B5C zoning districts; they are a Conditional Use in the O/R and I1 districts.

Available Locations: The Village maintains a list of available space for retail, industrial, and office properties. For the most recent listings, contact the Community Development Department at (847) 818-5328 or visit www.mountprospect.org and click on the “Business” tab, Available Property Listings.

Zoning Requests: Information regarding conditional uses, variations, and rezonings can be obtained by contacting the Community Development Department at 847-818-5328, via e-mail at comdevdept@mountprospect.org, or on the Village website. If your proposal requires a zoning request, please contact the Planning Division of the Community Development Department to schedule a meeting. Staff will describe the application process and inform you about deadlines and submission requirements.

Business License: All Mount Prospect businesses, except home based operations, are required to have a business license. The business license process ensures the Village has current emergency contact information, ensures that Village sales tax information is collected through the Finance Department, and helps the Fire Department maintain annual inspection records. For detailed information regarding business licenses, contact the Community Development Department at 847-818-5328, via e-mail at comdevdept@mountprospect.org, or visit the Village website.

Other Permits You May Need:

Signage: Permits for permanent and temporary signs are obtained through the Community Development Department. For more information, call (847) 870-5675.

Drive-throughs: A drive-through requires a Conditional Use permit. For more information on obtaining a Conditional Use, contact the Planning Division at (847) 818-5328 or via e-mail at comdevdept@mountprospect.org.



Outdoor Dining: Outdoor dining areas within the public right-of-way require an outdoor dining permit. Outdoor dining on private property does not require a permit, provided that the regulations in Section 14.311 of the Village Code are met. For more information, contact the Planning Division at (847) 818-5328 or via e-mail at comdevdept@mountprospect.org.

Liquor: Liquor licenses are obtained from the Village Manager’s Office. For more information on a liquor license visit the village website at www.mountprospect.org or call the Village Manager’s Office at (847) 818-5300.

The Building Division Will Help You With:

Permits: Specific requirements vary from project to project, but the following provides a general overview of what work usually requires a permit; commercial, industrial, or multi-family building permits are required for modifications to the following: Building, Electrical, Plumbing, Mechanical, Fire suppression, Fire alarms and other site modifications (i.e. driveways, parking lots, grading, site lighting). In addition, your restaurant permit application will be reviewed for the following:



Grease trap: A grease trap with outside access will be required for new facilities. Existing grease traps will be inspected to meet code requirements. For more information, contact the Building Division at (847) 870-5675.

Emergency Exits: A minimum of two exits, remote from each other, is required for a capacity of exits for 500 people or less. For more information call the Building Division at (847) 870-5675.

Bathrooms: The number of bathrooms and plumbing fixtures need to be determined. For more information call the Building Division at (847) 870-5675.

Fire Separation: A one-hour separation wall is required between the following rooms: kitchen, storage area, janitor's closet, mechanical rooms and boiler room. This requirement is based on the fact that most fires occur in these areas. For more information, call the Building Division at (847) 870-5675.

Alarm System: The Police Department requires information on emergency contacts during and after business hours. Note if your business has an alarm system on your Business License application. The Crime Prevention Officer also offers security surveys, crime prevention presentations, and literature specifically designed for the business community.

The Environmental Health Division Will Help You With:

The Village's Environmental Health Division staff assists owner and operators with understanding food-handling requirements at permit discussions through opening, and operation. Staff reviews permit plans, directs owners and management to resources for foodservice regulations and required management and food handlers certification, conducts semi-annual inspections, and responds to food-borne illness complaints.

In addition to a standard building permit application, the following is needed for restaurant and food store permit reviews:

- Floor plan with equipment layout
- Food service equipment cut sheets
- Copy of proposed menu
- Plumbing layout
- Appropriate plan review fee

For more information, call (847) 870-5668.

Additional Resources

Food Sanitation Certification

The State of Illinois requires all food service establishments to be under the supervision of a certified food service sanitation manager at all times. For more information contact the Cook County Health Department at (708) 492-2000, or the Village of Mount Prospect Health Department at (847) 818-5292. The State of Illinois Department of Health may be reached at (708) 544-5300.

Secretary of State

You may need to register your business with the Illinois Secretary of State. Registration forms are available online or in person at: Illinois Secretary of State Department of Business Services
69 W. Washington Suite 1240
Chicago, IL 60602
(312) 793-3380
<http://www.cyberdriveillinois.com>

Internal Revenue Service

You are required by State and Federal law to register your business by obtaining a Federal Employer Identification Number (EIN). To apply for an EIN you must complete form SS4, which you can obtain by visiting: <http://www.irs.gov/>

Illinois Department of Revenue

You may also need an Illinois Business Tax Number (IBT) which you can apply for online at <http://www.revenue.state.il.us> or in person at:
Illinois Department of Revenue
100 West Randolph, 7th Floor
Chicago, IL 60601
(217) 785 - 3707

Illinois DCEO:

Illinois Guide to Restaurant Start-Up:
The Illinois Institute for Rural Affairs in conjunction with the Illinois Department of Commerce and Economic Opportunity have developed a comprehensive guide for new restaurant start-up. The guide can be viewed on the web at: <http://www.illinois.gov/dceo>

Culinary Management Program:

Elgin Community College offers five hospitality management options, four emphasizing culinary skills and one in Restaurant Management, all recognized by the National Restaurant Association Educational Foundation. For more information view the web site www.elgin.edu

Illinois Restaurant Association

The Illinois Restaurant Association is the trade association for Illinois-based restaurant/food service establishments. For more information on membership and benefits contact them online at www.illinoisrestaurants.org or at: Illinois Restaurant Association
200 N. LaSalle St., Suite 880
Chicago, IL 60601
800/572-1086

National Restaurant Association:

The National Restaurant Association is a membership organization and a resource for restaurateurs. They sell publications on business plans, feasibility studies, and also offers food sanitation certification classes. For information contact the National Restaurant Association at (800) 424-5156, or visit their web site at www.restaurant.org.

Village of Mount Prospect Website

The Entrepreneur's Cafe can assist you with business planning! You can view available sites, detailed demographic information for the Village and find up-to-date information about free business seminars. Visit www.mountprospect.org/ECafe for details.

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50 S. Emerson Street
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