

LEMONT

making history

Lemont
Area
Chamber

OF COMMERCE



Working Together

Looking To Start a Business in Lemont?

The Village of Lemont wants to help. The Village is committed to attracting and retaining businesses. The purpose of this booklet is to introduce business owners to the resources available to assist them as they seek to open, relocate, or expand a business. In Lemont, answers to your questions are just a phone call or click away!

If you are ... Just Starting Out

Visit the State of Illinois Business Portal at <http://business.illinois.gov/startup.cfm>.

At this site, you will find helpful guides that include information on:

Applying for loans

Drafting a business plan

Registering your business name

Evaluating different ownership structures

And more

If you are ... Ready to Look for Potential Sites for Your Business

Be sure to check the zoning of any property you are interested in. The Lemont Unified Development Ordinance establishes zoning districts for the Village. Each zoning district has a list of allowable uses for all properties within the district. Zoning districts also regulate aspects of development such as maximum building height, maximum lot coverage, etc. Every property in the Village has a zoning designation.

The Village Zoning Map and the Unified Development Ordinance (which includes the zoning regulations) are both available on the Village's website, under the Planning & Economic Development Department link. Also, you can call the Planning & Economic Development Department and our staff can help you determine whether or not your business would be permitted on a particular site.

If you need help finding a site for your business, the Planning & Economic Development Department can help you with that too. The Department maintains information on available commercial properties and our staff will be happy to schedule an appointment to help you identify potential sites for your business.

If you are ... Seriously Considering Purchase or Lease of a Particular Site

Before purchasing any property or signing any lease, contact the Village to discuss applicable regulations and other issues with the Planning & Economic Development Department and Building Department. The Planning & Economic Development Department can confirm the zoning of the property, and tell you about Village requirements for site design components such as parking, signage, and exterior building materials. The Building Department can help you understand which permits you may need and which Building Code requirements may apply to your new business. The more details that you can provide about your site and your proposed business, the better Village staff will be able to inform you of potentially applicable regulations and requirements.

Tip: If you are going to enter into a lease agreement or a contract to purchase a property for the purpose of operating a business, remember to include a contingency for Village zoning approvals and permits.

If you are ... Ready to Begin Construction, Renovations, and/or Open Business

Be sure to apply for the necessary permits from the Village. Below are some helpful links:

Building permit applications

<http://bdg.lemont.il.us>

The building permits required will depend on the particular details of your business. Please call the Building Department to discuss which building permits will be necessary for your business.

Site Development permit application

http://www.lemont.il.us/zoning_apps

Site development permits are required for most new commercial buildings or significant expansions of existing commercial sites. See Chapter 17.23 of the Unified Development Ordinance for more details, or call the Planning & Economic Development Department.

Business License application

http://www.lemont.il.us/business_license

All new businesses must receive a business license to operate within the Village.

Frequently Asked Questions

- Q** What if I'm just thinking about renovating or expanding my business? Will the Village help me before I spend a lot of money on fees and drawings?
- A** Yes. Just call to schedule a meeting with our staff from the Community Development and Building Departments; they will be happy to meet with you and discuss your plans. Remember, the more details that you can provide about your proposed renovation or expansion, the better Village staff will be able to inform you of potentially applicable regulations and requirements.
- Q** Does my contractor have to be registered with the Village?
- A** Yes. Anyone who is doing work on a project that requires a Building Department permit must be registered (licensed) by the Village. Contractor registration forms are available online at <http://bdg.lemont.il.us>. In addition, all contractors must be bonded, insured, and have all required professional registrations. The Building Department can provide further information regarding contractor licensing, bonding, insurance and registration.
- Q** If I'm just renovating the interior of an existing building, do I still need permits?
- A** Yes. The permits required will depend on the type of work being performed. Talk with the Building Department to determine which permits your project will require.

Important Contact Information

Village Phone Numbers

Village Hall 630.257.1550

Planning & Economic Development Department 630.257.1595

Building Department 630.257.1580

Administration 630.257.1590

Village Engineer 630.887.8640

Other Phone Numbers

Lemont Chamber of Commerce 630.257.5997

Illinois Entrepreneurship Network Business Information Center 800.252.2923

Commonwealth Edison Company 800.334.7661

Metropolitan Water Reclamation District 312.751.5600

Northern Illinois Gas (NICOR) 888.642.6748

Village Website

www.lemont.il.us

www.lemontchamber.com

Village Codes & Maps

Lemont Unified Development Ordinance

<http://www.lemont.il.us/udo>

Chapters of interest include:

Chapter 17.06 Zoning District Use Regulations

Chapter 17.07 Lot and Dimensional standards for all zoning district

Chapter 17.21 Commercial Design Standards

Chapter 17.23 Site Development Permit Procedures

Lemont Zoning Map

http://www.lemont.il.us/zoning_map

Lemont Building Code

The Village of Lemont has adopted the following Building Codes:

2006 International Building Code

2006 International Residential Code

2005 National Electric Code

2006 International Mechanic Code

2004 Illinois Plumbing Code

2006 International Property Maintenance Code