

## Opening a Business in Shorewood



### Welcome to Shorewood!

Are you planning to open a new business in Shorewood? If so, Village staff would be happy to talk to you about regulations, applications and approvals that will be required prior to opening.

The Zoning District in which a prospective property is located determines the permitted and conditionally permitted business uses. All new businesses, including home-based businesses and relocated businesses, must obtain a Business License and Registration. Businesses that sell liquor and/or tobacco must obtain additional approval(s).

Remodeling an existing space requires a building permit and inspections. A change of use in an existing building, if permitted, may require improvements, permits and inspections. Finally, prior to opening, occupancy inspections are required for all new businesses.

### How to get started

Please read Procedure for Approval, on the following page, and contact Community Development for a preliminary review of your business plans and proposed location for compliance with applicable regulations.

The Illinois Small Business Development Center at Joliet Junior College also offers free business plan consultations (see p2).

### Village Contacts:

- **ADMINISTRATION**

(815)741-7713

Richard Chapman  
President, Liquor Commissioner  
[rchapman@vil.shorewood.il.us](mailto:rchapman@vil.shorewood.il.us)

Jim Culotta  
Village Administrator,  
[jculotta@vil.shorewood.il.us](mailto:jculotta@vil.shorewood.il.us)

Toni Dulny  
Executive Assistant  
[tdulny@vil.shorewood.il.us](mailto:tdulny@vil.shorewood.il.us)

- **BUILDING SERVICES DEPARTMENT**

(815)553-2310

John Komorowski  
Building Official  
[jkomorowski@vil.shorewood.il.us](mailto:jkomorowski@vil.shorewood.il.us)

Kathy Buczko  
Building Permit Supervisor  
[kbuczko@vil.shorewood.il.us](mailto:kbuczko@vil.shorewood.il.us)

Kim Slick  
Building Clerk  
[kslick@vil.shorewood.il.us](mailto:kslick@vil.shorewood.il.us)

Ashley LaRocca  
Building & Licensing Clerk  
[alarocca@vil.shorewood.il.us](mailto:alarocca@vil.shorewood.il.us)

- **COMMUNITY DEVELOPMENT**

(815)741-7708

Kelley Chrissie  
Economic Development Director  
[kchrissie@vil.shorewood.il.us](mailto:kchrissie@vil.shorewood.il.us)

Vacant  
Village Planner  
[kchrissie@vil.shorewood.il.us](mailto:kchrissie@vil.shorewood.il.us)

- **UTILITY BILLING**

(815) 207-4631

Anna Hale,  
Utility Billing Clerk  
[ahale@vil.shorewood.il.us](mailto:ahale@vil.shorewood.il.us)

## Other Important Contacts:

- **TROY FIRE PROTECTION DISTRICT**  
Howard Hoffman, Fire Marshal  
700 S. Cottage St., Shorewood, IL 60404  
(815)651-2103 or (815)725-2149
- **WILL COUNTY HEALTH DEPARTMENT**  
Brenda Hamby, LEHP  
501 Ella Avenue, Joliet, IL 60433  
(815)727-8480
- **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER**  
[www.govst.edu/SBDC/](http://www.govst.edu/SBDC/)  
[www.sbdcijc.com](http://www.sbdcijc.com)
- **SHOREWOOD AREA CHAMBER OF COMMERCE**  
Carol Wagner, President  
One Towne Center Blvd., Suite 103  
(815)725-2900

## Sign Permits

Wall signs, monument panel signs, temporary signs, etc., require permits.

For regulations, see our website: Village Code Title 10, Chapter 10, or call Planning & Zoning.



The Village offers many programs to encourage the success of Shorewood businesses through resident engagement.

Do you use **Promotional Pens** as part of your marketing? Drop off 25 or more for use by customers at the Village counters. Studies show that a pen touches 13 hands in its useful life.

Participate in the Village's **New Resident "Welcome Bag"** program; Reach about 75 new households every 2 months.

**Sponsor an Event** through the Parks & Recreation Department. Event advertisement has a Village-wide audience.

Make an **In-Kind Donation** to be used as prizes and giveaways during events and programs.

Contact: Katie Fitzpatrick, Recreation & Event Coordinator  
[parks@vil.shorewood.il.us](mailto:parks@vil.shorewood.il.us) or 815-741-7710

## Procedure for Approval

Applications are available at the Village Hall or on the village website: [www.vil.shorewood.il.us](http://www.vil.shorewood.il.us)

- 1) The Business License and Registration Application, and the fee for background check, if applicable, should be submitted for review. Please allow at least two weeks for processing.

Note: If applicable, a Liquor License Application should be submitted at this time.

- 2) The "Remodeling, Occupancy or Tenant Build-out" Permit Application should be submitted, with (4) sets of plans, if applicable. Please allow at least two weeks for review.

Note: Troy Fire Protection District approval is required for all tenant occupancies. Health Department approval is required for commercial kitchens. Copies of applicable approvals need to be submitted prior to building permit issuance.

- 3) The Occupancy Certificate will be issued upon Building Department approval (and outside agencies, as required).

Business Licenses (including Tobacco) will be issued at this time. Liquor Licenses are issued prior to occupancy.

- 4) Utility billing accounts should be set-up upon approval for occupancy. Please call Utility Billing to start a new account.



The Shorewood Area Chamber of Commerce is your catalyst for business development. We promote, refer, and support our members. The Chamber works to promote a better community which means better business, and, we do whatever is necessary to keep our area's economic condition progressing.

The Chamber has some incredible programs and benefits for our members that are second to none. Our Board of Directors and staff work diligently to continue adding to the resources at our chamber so we can pass those resources on to you, our member.

The size or location of your business does not matter. What matters is that you want to make new connections, grab new business, create partnerships and alliances that will help your bottom line, and grow in the process. We are your chamber!

The chamber looks forward to assisting you and your business with its forward progression.

**Join SACC today!** [www.shorewoodchamber.com](http://www.shorewoodchamber.com)