

Opening a Business in Shorewood



Welcome to Shorewood!

Are you planning to open a new business in Shorewood? If so, the Community Development Department 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.

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, an occupancy inspection is required for all new businesses.

How to get started

Please read Procedure for Approval, on the following page, and contact Community Development staff 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

Roger Barrowman
Village Administrator,
rbarrowman@vil.shorewood.il.us

Toni Dulny
Executive Assistant
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- **COMMUNITY DEVELOPMENT**
(815)553-2310

Karen James
Community Development Director
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Kathy Buczko
Building Division Permit Supervisor
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Kim Slick
Building Division Clerk
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Ashley LaRocca
Community Development Clerk
alarocca@vil.shorewood.il.us

Jose Zavala
Building & Code Enforcement Inspector
jzavala@vil.shorewood.il.us

- **UTILITY BILLING**
(815) 207-4631

Anna Hale,
Utility Billing Clerk
ahale@vil.shorewood.il.us

Other Important Contacts:

- **TROY FIRE PROTECTION DISTRICT STATION 1**

Phil Morel, Fire Marshal
700 S. Cottage St., Shorewood, IL 60404
(815)725-2149

- **WILL COUNTY HEALTH DEPARTMENT MAIN OFFICE**

Brenda Hamby, LEHP
501 Ella Avenue, Joliet, IL 60433
(815)727-8480

- **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT JOLIET JUNIOR COLLEGE**

1215 Houbolt Rd, Joliet, IL 60431
www.sbdccjc.com
Email sbdc@jjc.edu
(815)280-1400

Sign Permits

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

For regulations, see our website:

Village Code Title 10, Chapter 10, or call Community Development staff for assistance. Phone (815)725-2150.

Shop Shorewood Program

The Village of Shorewood's "Shop Shorewood" program can help you showcase your business every day of the year.

This interactive site gives our residents and all other visitors to Shorewood's website a One-Stop Shop to find Shorewood businesses with a valid Business License and Registration.

Local businesses are provided with a link that directs citizens to a web page that's easily customized and updated by the business. And it's at NO CHARGE to your business. Please visit the village website for full details.



Procedure for Approval

Applications are available at the Village Hall or at the village website: www.vil.shorewood.il.us

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

If the business requires any review from outside agencies, (i.e. Fire or Health Department) copies of those plan approvals need to be submitted prior to building permit issuance.

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



One Towne Center Blvd., Suite 103
Shorewood, IL 60404
(815) 725-2900
www.shorewoodchamber.com

*You're opening a business in Shorewood?
Congratulations!*

What's the next step? JOIN THE CHAMBER!

Want to make new connections, get new business, create partnerships and alliances that will help your bottom line, and learn in the process? We are your partner in developing your business, and we are eager to help. We have some incredible programs and benefits that are second to none.

Our Board of Directors and staff work diligently to continue adding to our resources, so we can pass those resources on to you. We want to be your Chamber! Stop in to see us today!