

# A Resource Guide for Small Businesses in Huntley

FOR NEW BUSINESSES, EXPANDING BUSINESSES  
AND BUSINESSES MOVING TO HUNTLEY



VILLAGE OF HUNTLEY | 10987 MAIN STREET | HUNTLEY IL 60142  
WWW.HUNTLEY.IL.US | 847.515.5200

# WELCOME TO THE VILLAGE OF HUNTLEY

Welcome to the Village of Huntley, a great place for business. **If you are interested in opening or expanding your business in Huntley, you are encouraged to contact the Village at your earliest convenience to discuss your individual situation.** This guide is designed to serve as a reference tool and does not cover all situations a business owner will encounter. Larger commercial projects should contact Development Services Department to discuss the Development Review Process.

It takes a team to run a business; the Village of Huntley is just one of the many players. As you begin your journey, speak with trusted advisors who are willing to share their experiences and provide additional resources. Business owners, entrepreneurs, accountants, bankers, attorneys, small business advisory centers and friends can offer valuable insight and alternative perspectives.

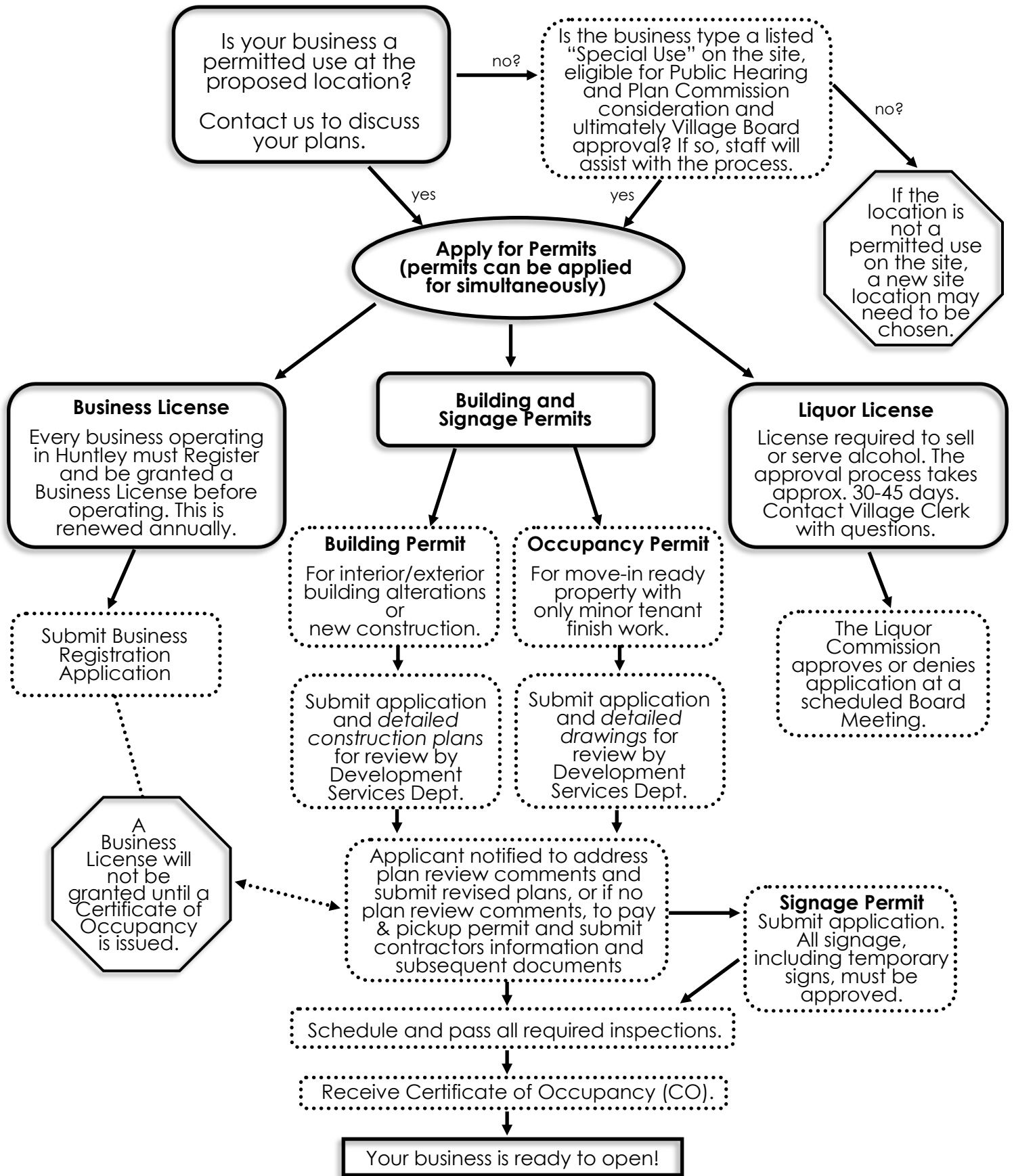
Throughout this guide you will find helpful information and tips. We are available in person, via phone or via email to assist with the process from start to finish. Thank you for choosing our community for your business. We look forward to working with you.



**Prior to signing a lease or entering into any binding agreement, speak with Village of Huntley staff to discuss doing business in Huntley.**

**It is important to verify that the zoning designation of the property you are considering is appropriate for your business type. If the business is not a permitted use in the zoning district, staff will help determine next steps or if a different location will need to be chosen. Have this discussion early to avoid incurring unnecessary lease costs or legal obligations.**

# NEW BUSINESS PROCESS FLOWCHART (FOR AN EXISTING BUILDING)



VILLAGE OF HUNTLEY | 10987 MAIN STREET | HUNTLEY IL 60142

WWW.HUNTLEY.IL.US | 847.515.5200

# THINGS TO CONSIDER WHEN STARTING OR EXPANDING YOUR BUSINESS IN HUNTLEY

## - GETTING STARTED -

### FINDING THE RIGHT SPACE FOR YOUR BUSINESS - ZONING AND PERMITTED USES

THE VILLAGE HAS MULTIPLE ZONING DISTRICTS. THE LOCATION YOU CHOOSE MUST BE ZONED FOR THE TYPE OF BUSINESS YOU WISH TO OPERATE. TO DETERMINE WHETHER YOUR BUSINESS IS AN ALLOWED USE, CONTACT DEVELOPMENT SERVICES DEPARTMENT TO DISCUSS. IF THE BUSINESS FUNCTION IS CONSIDERED A SPECIAL USE IN THE ZONING DISTRICT, APPROVAL FROM THE PLAN COMMISSION AND VILLAGE BOARD MUST BE REQUESTED AND APPROVED. IF THE ZONING IS NOT PERMITTED, A DIFFERENT LOCATION MAY NEED TO BE CHOSEN.

### THE SPACE IS MOVE-IN-READY, CAN OPERATIONS BEGIN WITHOUT CONTACTING THE VILLAGE?

NO. ALL BUSINESSES IN THE VILLAGE OF HUNTLEY, INCLUDING HOME-BASED BUSINESSES AND VENDING MACHINES ARE REQUIRED TO BE REGISTERED. ALL NEW BUSINESSES WILL APPLY FOR A BUSINESS LICENSE AND THEN RENEW ANNUALLY THEREAFTER. QUESTIONS REGARDING REGISTRATION FORMS AND FEES CAN BE OBTAINED BY CONTACTING THE DEVELOPMENT SERVICES DEPARTMENT.

- [ANNUAL BUSINESS REGISTRATION APPLICATION/RENEWAL FORM](#)

IN ADDITION, EACH BUSINESS MUST APPLY FOR (AND BE ISSUED) AN OCCUPANCY OR BUILDING PERMIT. ONCE ALL NECESSARY INSPECTIONS HAVE BEEN COMPLETED SUCCESSFULLY, THE OCCUPANCY CERTIFICATE WILL BE ISSUED.

**PLEASE NOTE, THE CERTIFICATE OF OCCUPANCY (CO) AND THE BUSINESS LICENSE MUST BE ISSUED BEFORE OPERATIONS CAN BEGIN IN THE SPACE.**

### THE SPACE REQUIRES IMPROVEMENTS, HOW DO I PROCEED?

CONTACT DEVELOPMENT SERVICES DEPARTMENT TO DISCUSS YOUR PROJECT AND TO APPLY FOR THE APPROPRIATE PERMITS. BUILDING PERMITS ARE REQUIRED FOR MOST CONSTRUCTION WORK INCLUDING INTERIOR/EXTERIOR ALTERATIONS AND NEW CONSTRUCTION. ALL CHOSEN CONTRACTORS AND SUB-CONTRACTORS MUST BE REGISTERED (OR [BECOME REGISTERED](#)) IN THE VILLAGE OF HUNTLEY.

# THINGS TO CONSIDER WHEN STARTING OR EXPANDING YOUR BUSINESS IN HUNTLEY

## - PERMITS -

**PLEASE NOTE THAT EVERY BUSINESS IN HUNTLEY WILL NEED EITHER AN OCCUPANCY-ONLY PERMIT OR A BUILDING PERMIT. MOST BUSINESSES WILL ALSO NEED A SIGN PERMIT.**

### OCCUPANCY PERMIT

THIS PERMIT IS APPROPRIATE FOR MOVE-IN READY SITES. A DETAILED DRAWING OF THE EXISTING LAYOUT MUST BE PROVIDED. THE OCCUPANCY INSPECTION WILL BE CONDUCTED TO VERIFY THAT ALL NECESSARY CODES ARE ADHERED TO.

### BUILDING PERMITS

BUILDING PERMITS ARE REQUIRED FOR MOST CONSTRUCTION WORK INCLUDING INTERIOR/EXTERIOR ALTERATIONS OR NEW CONSTRUCTION. TWO SETS OF DETAILED CONSTRUCTION PLANS WILL BE NEEDED. A LIST OF CONTRACTORS AND SUB-CONTRACTORS WILL BE NEEDED, THESE CONTRACTORS MUST BE [REGISTERED](#) IN THE VILLAGE OF HUNTLEY (ALLOW TIME FOR REGISTRATION IF THEY ARE NOT ALREADY A REGISTERED CONTRACTOR).

### SIGN PERMITS

A PERMIT IS REQUIRED FOR ALL SIGNAGE, INCLUDING TEMPORARY SIGNS. CONTACT DEVELOPMENT SERVICES DEPARTMENT FOR ADDITIONAL DETAILS AND GUIDANCE. THE SIGN REGULATION SECTION OF THE ZONING ORDINANCE MAY BE VIEWED [HERE](#).

### FOOD TRUCK PERMITS

FOOD TRUCKS SHALL BE OPERATED ONLY BY THE HOLDER OF A VALID VILLAGE OF HUNTLEY FOOD TRUCK OPERATOR'S PERMIT. PLEASE REVIEW THE REGULATIONS AND REGISTRATION INFORMATION POSTED [HERE](#).

[APPLY FOR A NON-RESIDENTIAL BUILDING PERMIT](#)

[APPLY FOR A COMMERCIAL OCCUPANCY ONLY PERMIT](#)

[APPLY FOR A SIGN PERMIT](#)



***Each business must apply for (and be issued) an Occupancy or Building Permit AND a Business License. Once all necessary Inspections have been completed successfully, the Occupancy Certificate shall be issued. Please note, the Occupancy Certificate and Business License must be issued before operations can begin in the space.***

**VILLAGE OF HUNTLEY | 10987 MAIN STREET | HUNTLEY IL 60142**

**WWW.HUNTLEY.IL.US | 847.515.5200**

# THINGS TO CONSIDER WHEN STARTING OR EXPANDING YOUR BUSINESS IN HUNTLEY

## - LICENSES -

ALL BUSINESSES OPERATING IN THE VILLAGE OF HUNTLEY MUST BE REGISTERED WITH THE VILLAGE. THE FOLLOWING APPLICATIONS ARE PROCESSED THROUGH THE DEVELOPMENT SERVICES DEPARTMENT OFFICE:

**BUSINESS REGISTRATION LICENSES**  
**FOOD TRUCK OPERATORS PERMIT**

THE FOLLOWING [APPLICATIONS](#) ARE PROCESSED THROUGH THE VILLAGE CLERK'S OFFICE:

**LIQUOR LICENSE**  
**VIDEO GAMING & TERMINAL OPERATORS LICENSE**  
**TOBACCO BUSINESS LICENSE**  
**COMMERCIAL WASTEHAULER LICENSE**

THE FOLLOWING [APPLICATIONS](#) ARE PROCESSED THROUGH THE HUNTLEY POLICE DEPARTMENT:

**SOLICITATION LICENSE APPLICATIONS**

QUESTIONS REGARDING LICENSING REQUIREMENTS AND FEES CAN BE ANSWERED BY CONTACTING:

DEVELOPMENT SERVICES DEPARTMENT: 847-515-5252  
THE VILLAGE CLERK'S OFFICE: 847-515-5261  
HUNTLEY POLICE DEPARTMENT: 847-515-5311



*Depending on your business type, additional licenses may be required by entities outside of the Village of Huntley. Refer to the County Health Departments and State of Illinois for guidance.*

# THINGS TO CONSIDER WHEN STARTING OR EXPANDING YOUR BUSINESS IN HUNTLEY

## - LOCAL BUSINESS RESOURCES -

**HUNTLEY AREA CHAMBER OF COMMERCE** - THE MISSION OF THE [HUNTLEY AREA CHAMBER OF COMMERCE](#) IS TO PROMOTE A PROSPEROUS BUSINESS ENVIRONMENT THAT ENHANCES THE QUALITY OF LIFE IN OUR BUSINESS COMMUNITY. PARTICIPATE IN NETWORKING EVENTS AND OPPORTUNITIES TO PROMOTE YOUR BUSINESS WHILE MEETING LOCAL BUSINESS CONTACTS.

**SMALL BUSINESS DEVELOPMENT CENTERS** - THE ILLINOIS SMALL BUSINESS DEVELOPMENT CENTERS OFFER COUNSELING SERVICES AT NO COST TO HELP SMALL BUSINESSES SUCCEED. ENTREPRENEURS AND SMALL BUSINESS OWNERS CAN OBTAIN ADVISING IN MANAGEMENT, MARKETING, FINANCE, AND OPERATIONS. TRAINING AND ADVISING ARE AVAILABLE FOR NEW AND EXISTING BUSINESSES.

@[MCHENRY COUNTY COLLEGE SHAH CENTER](#)

@[ELGIN COMMUNITY COLLEGE](#)

**HEALTH DEPARTMENTS** - THE VILLAGE OF HUNTLEY IS LOCATED IN BOTH KANE AND MCHENRY COUNTIES.

- FOR BUSINESSES NORTH OF KREUTZER: CONTACT THE [MCHENRY COUNTY DEPARTMENT OF HEALTH](#), 815.334.4510

- FOR BUSINESSES SOUTH OF KREUTZER: CONTACT THE [KANE COUNTY HEALTH DEPARTMENT](#), 630-208-3801



---

VILLAGE OF HUNTLEY | 10987 MAIN STREET | HUNTLEY IL 60142

WWW.HUNTLEY.IL.US | 847.515.5200

# FREQUENTLY ASKED QUESTIONS (FAQ'S)

## **WHAT WILL I NEED A PERMIT FOR?**

A PERMIT IS REQUIRED FOR ANY CONSTRUCTION PROJECT INCLUDING, BUT NOT LIMITED TO: THE REMODEL OR BUILD-OUT OF ANY SPACE; PLUMBING OR ELECTRICAL MODIFICATIONS TO AN EXISTING SPACE; THE INSTALLATION OF FIRE PROTECTION SYSTEMS; OR NEW SIGNAGE.

## **DO I NEED A PERMIT IF MY SPACE IS MOVE-IN READY?**

ALL NEW BUSINESSES MUST APPLY FOR AN OCCUPANCY OR BUILDING PERMIT AND HAVE INSPECTIONS PERFORMED. IF NO CONSTRUCTION WORK IS NEEDED FOR YOUR SPACE, THEN AN OCCUPANCY PERMIT WILL PROVIDE YOU WITH THE REQUIRED SAFETY INSPECTIONS WITH OUR BUILDING AND FIRE INSPECTORS. ONCE YOUR OCCUPANCY INSPECTIONS HAVE BEEN COMPLETED AND THERE ARE NO ISSUES TO ADDRESS, THEN YOUR BUSINESS LICENSE AND CERTIFICATE OF OCCUPANCY (CO) WILL BE ISSUED TO YOU. FOR PROJECTS THAT REQUIRE BUILDING PERMITS, THE LICENSE AND CO WILL BE ISSUED TO YOU ONCE ALL OF YOUR FINAL INSPECTIONS ARE COMPLETED.

## **DO I NEED AN ARCHITECT?**

FOR ANY PROJECT THAT REQUIRES THE BUILD-OUT OF ANY SPACE AND FOR MOST INTERIOR REMODELING, ARCHITECTURAL PLANS SHOULD BE PREPARED. THIS WILL ALLOW FOR A QUICKER REVIEW OF THE PERMIT APPLICATION AND EASIER INSPECTION PROCESS.

## **WHY DO YOU REQUIRE SO MANY PAPER COPIES?**

MOST PERMIT SUBMITTALS CAN BE REVIEWED WITH DIGITAL PLANS. ONCE THE PLANS ARE APPROVED, TYPICALLY 2 PAPER COPIES WILL BE REQUESTED. ONE APPROVED STAMPED COPY WILL BE GIVEN BACK TO YOU TO KEEP ON THE JOB SITE. IT IS MUCH EASIER TO RELY ON A PAPER SET OF PLANS WHILE AT THE CONSTRUCTION SITE IN TIMES WHEN ELECTRONIC MEDIA IS NOT ACCESSIBLE.

## **DO I NEED A GENERAL CONTRACTOR?**

A GENERAL CONTRACTOR IS NOT REQUIRED FOR ANY CONSTRUCTION PROJECT, BUT IT IS STRONGLY ADVISED TO WORK WITH ONE. THEY WILL BE ABLE TO COORDINATE THE VARIOUS SUB-CONTRACTORS, SCHEDULE THE REQUIRED INSPECTIONS AND ENSURE THE PROJECT GOES MORE SMOOTHLY WHILE YOU CONCENTRATE ON YOUR BUSINESS.

## **WHEN DO I REGISTER MY BUSINESS?**

AS SOON AS YOU BEGIN TO THINK ABOUT OPENING A BUSINESS IN HUNTLEY, YOU SHOULD SUBMIT YOUR REGISTRATION. THIS ALLOWS THE VILLAGE TO DETERMINE THAT YOUR BUSINESS IS LOCATED IN THE APPROPRIATE ZONING DISTRICT. THE DEVELOPMENT SERVICES DEPARTMENT CAN THEN DISCUSS THE NEXT STEPS FOR SUBMITTING AN OCCUPANCY OR BUILDING PERMIT AND OBTAINING YOUR BUSINESS LICENSE AND CERTIFICATE OF OCCUPANCY.



# VILLAGE OF HUNTLEY CONTACT INFORMATION

## **Development Services Department**

Phone: 847-515-5252

- Building & Code Enforcement Division
- Planning & Zoning Division
- Signage / Temporary Use Permits
- Business Registration
- Food Truck Operators Permit

## **Economic Development Department**

Phone: 847-515-5268

- Site Selection assistance
- General Business questions

## **Village Clerk's Office**

Phone: 847-515-5261

- Liquor Licensing
- Tobacco Licensing
- Video Gaming Licensing
- Wastehauling Licensing

## **Village Manager's Office**

Phone: 847-515-5240

## **Finance Department**

Phone: 847-515-5200

- Water Bill Inquiries and new accounts

## **Public Works & Engineering Department**

Phone: 847-515-5222

- Sewer & Water Division
- Street Division

## **Police Department**

Emergency 9-1-1

Non-Emergency 847-515-5311

- Sound Amplification Permits
- Solicitation Permits
- Fingerprinting Information
- BASSET Program (liquor license holders)



---

**VILLAGE OF HUNTLEY | 10987 MAIN STREET | HUNTLEY IL 60142**

**WWW.HUNTLEY.IL.US | 847.515.5200**