

Item #12:

Village Trustee Marshall

A. Downtown Buildings Pre-occupancy Inspections

New Business Checklist – B-1 Historic Business District

Welcome to Long Grove! The following checklist is provided to help you understand the requirements for new businesses in the Historic Business District of the Village of Long Grove. Many of the requirements below also apply to relocating or expanding businesses. All of the contacts listed below are in the Village Hall at 3110 Old McHenry Road and can be reached through the main number at (847) 634-9440. Additional information, including zoning regulations, signage regulations and obtaining building permits as well other code related and general information, may be found at the Village web site at www.LongGrove.net

1. **Permitted Uses.** A lists of specific “permitted” and “special” uses for the Downtown are provided in the Village Zoning Code under the B-1 Zoning District and are available on-line at www.longgrove.net. Contact the Village Planner to confirm that the proposed business type is a permitted use in the proposed location before you finalize your lease or sales contract (expect a minimum 2 day review). If determined that the proposed type of business is allowed, The Village Planner will provide a Certificate of Compliance for your business. The Village has established a maximum square footage requirement limiting non-retail uses within the B-1 Historic Business District.
2. **Building/Fire/Health Code Requirments.** All new businesses are required by Code to obtain a Certificate Of Occupancy prior to opening the store. In an effort to minimize any potential confusion and unexpected building improvements, the Village strongly encourages that a preliminary walk-thru be scheduled that will include the Long Grove Fire Protection District and potentially the Lake County Health Department. Contact the Village Building Commissioner to schedule this preliminary walk-thru and to determine whether any interior/exterior changes to the building or unit will require a building permit(s). Depending upon the proposed use, some businesses will require the review and approval of other departments and/or governmental entities, and will be referred by the Village staff as needed
3. **Exterior Changes.** Any exterior changes to the building or property, as well as signage, should be discussed with the Village Planner. Some modifications may require review by the Plan Commission, the Architectural Commission, and/or the Village Board.

4. Signage. All permanent signage within the Historic Business District must be reviewed and approved by the Architectural Commission and Village Board prior to obtaining a sign permit. The maximum square footage of signage is limited by the leasable floor area of the business. The Village Planner has limited authority to approve temporary signage for the property in the interim.
5. Business License. The Village business license application (minimum 2 week processing time) is available on-line at www.longgrove.net. The business license will be issued at the time that the Certificate Of Occupancy is issued.
6. Liquor License. If your business plans to sell liquor Village and State liquor licenses are required. The Village liquor license application (minimum 3 week processing time) is available on-line at www.longgrove.net. In order for a license to be issued, the Village Board must first approve an amendment to the Village Code to create the new license. The liquor license will be issued with the business license at the time that the Certificate Of Occupancy is issued.
7. Fire Alarm Registration. Contact Village offices to register fire alarm in accordance to Village Alarm Ordinance. The Village Fire and Burglar Alarm registration forms are available on-line at www.longgrove.net.
8. LGBCP Assistance. The Long Grove Business and Community Partners (LGBCP) should be contacted as well and are a valuable resource with regard to the day-to-day activities within the Long Grove Historic Business District. Their web site is www.visitlonggrove.com.