

H
I
G
H
W
O
O
D

New Business Packet

*A step-by-step guide
to opening your
business*

Contact City Staff to set up a prospective business meeting

City of Highwood

17 Highwood Avenue

Highwood, IL 60040

www.cityofhighwood.org

847-432-1924



Questions? *Contact Staff*

City Hall offices are located at 17 Highwood Avenue, Highwood, IL 60040. Staff can be reached on the main line at 847-432-1924 ext 1100 or online through the City's website www.cityofhighwood.org

If you would like to set up a prospective business meeting for an individualized review of the required steps to open your business, please contact Adrian Marquez at amarquez@cityofhighwood.org.

Adrian Marquez, Building Official
amarquez@cityofhighwood.org

Scott Coren, Zoning Administrator
scoren@cityofhighwood.org

Utility Billing: Candy Baruffi
cbaruffi@cityofhighwood.org



Certificate of Occupancy

Once you have selected your place of business, you will need to apply for a Certificate of Occupancy (CO). A CO is required prior to any business opening and all business are required to undergo this process. The one time application fee is \$200.00 and requires a code compliance inspection be performed.

Certificate of Occupancy Process

1. Verify Zoning Compliance (obtain variations if necessary)
2. Submit application for the Certificate of Occupancy
3. Schedule required city inspections for; life-safety, fire prevention, electrical, HVAC, and plumbing
4. Obtain inspection report and correct any required items prior to the CO being issued. All work required is the responsibility of the property owner or tenant.

Occupancies are not transferable between businesses and property owners. If during the occupancy review process, a business is found to not fall within one of the permitted uses or does not have the required amount of on-site parking spaces for such use, the business must then go through the zoning variation process. All required licenses must be obtained, fees and fines be paid to the City, and all inspections must be approved

prior to an occupancy certificate being issued. The Certificate of Occupancy Application may be found on the City's website www.cityofhighwood.org.

Zoning Permitted Uses

Prior to selecting your site, please review the City of Highwood Zoning Ordinances and Codes which regulate the use of land within the City. Section 11-6-2 of the City Code outlines the permitted and special uses within business district of Highwood. A permitted use within a district is automatically granted. Special uses require a formal request through the Planning & Zoning Commission. The commercial zoning application fee is \$900.00.

Parking Shortfalls

Section 11-8-5 of the City Code provides the required number of parking spaces for each type of use. If a property does not provide adequate parking for its type of use, an assessment in lieu of parking can be made pending proper variation approval by the City Council. Parking is assessed at \$150-\$500, per space.



Making Property Upgrades

New Construction & Remodels

If you plan to build a new commercial structure or perform interior remodels, you will need to submit certified drawings and apply for the appropriate permits. If you would like to set up a pre-submittal plan review with the City's staff, please contact the Building Department at 847-432-1924.

Permits

Building permits are required for all construction. Permit applications and quick reference checklists can be downloaded from the City's website. The City does not license general contractors. Electricians performing work within the City are required to obtain a local registration prior to permits being issued.

Appearance Review Committee

Any business located within the Highwood Business District which is making changes or updates to the appearance of the façade of the property, including door lettering, signage, awnings, landscaping and/or lighting is required to submit an application to the Appearance Review Committee (ARC) for approval. The ARC is in place to insure the high standard of appearance within the business district is maintained. Building Department staff can provide guidance to applicants prior to submittal. ARC Applications range from \$25-\$200, depending on the type of review.

Signage

If signage is approved, a sign permit application must be applied for and approved by the building department prior to being erected.

City of Highwood Building Codes

The City of Highwood currently complies with the following building codes;

- ◆ 2006 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- ◆ 2006 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- ◆ 2006 International Mechanical Code (IMC), as amended
- ◆ 2005 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- ◆ 2012 International Energy Code (IECC), as amended
- ◆ 2014 Illinois State Plumbing Code, as amended
- ◆ 2006 International Fire Code (IFC), as amended
- ◆ 2006 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at www.cityofhighwood.org/citycode



Types of Licensing

Business Licenses

Every business, including home occupations and not-for-profits who wishes to conduct either directly or indirectly, any business within the City of Highwood, must secure a business license certificate. The City ordinance states that it is unlawful for any person to commence, transact, engage in, or carry on any business in the city without first having obtained a valid license and paid the license fee. Each year, you are required to update your business information and pay the annual fee of \$50.00 and due before January 31st each year.

Specialty Licenses

In addition to obtaining the business license certificate, you must also comply with all the city, county, state, and federal regulations for zoning, building, health and safety, as well as any others which may directly apply to your type of business.

Restaurant License

Any business within the City which operates a restaurant or mobile food dispensing service within the City is required to obtain a restaurant license. Licenses are \$300- \$600.00 annually and due before August 31st each year. You will also need to obtain a Health Department Certificate from Lake County. They can be found online at www.co.lake.il.us/health or by calling 847-377-8023.

Liquor License

Liquor licenses are also required for any business selling alcoholic liquor. The application process takes approximately 4-6 weeks' time and requires background checks, fingerprinting, and license approval by the City Council. The application submittal cost is \$500.00 and initial license fees range from \$100-\$10,000. Annual renewal fees range from \$100 to \$3,160. You will also need to obtain a Liquor License from the State of Illinois Liquor Commission. They can found online at www.state.il.us/lc or by calling 312-814-2206.

Sidewalk Café License

Any licensed business wishing to use any part of the sidewalk for food or beverage sales or as seating or as a waiting area requires a Sidewalk Café License. The license fee is \$150.00 annually and licenses expire June 30th, each year.

Tobacco License

Tobacco licenses are required for any business selling or distributing tobacco products within the City. License fees are \$500 and are due before July 1st of each year.

Vehicle License

Any vehicle housed or registered within the City of Highwood is required to obtain a vehicle license (sticker). Stickers range from \$60-\$180 and are due before July 1st each year. Stickers must be purchased within 14 days of establishing business residency or updating registration.



Specialty Permits

Valet Parking Operation Permits

Any business wishing to provide its patrons with a valet service must first obtain a valet parking operation permit. The permit fee is \$500.00 and is due annually by July 1st. A violation escrow is also required in the amount of \$200.00

Employee Parking Permits

Employers or employees of Highwood businesses may purchase quarterly employee parking passes for parking on Clay/Lakeview between the hours of 5:00 AM and 2:00 AM, daily. Permits are \$50 per quarter.

Other City Services



Fire Alarm Monitoring

The City requires all businesses to have fire alarms which are monitored by the City's contractor Chicago Metropolitan Fire Prevention (CMFP). The responsibility of the monitoring fees is established between the property owner and renters. An application for monitoring must be completed and submitted to the City prior to occupancy. Customers are billed directly from CMFP at \$120.00 per quarter.

Setting Up Your Water Account

To set up your utility account, contact City Hall at 847.432.1924. A \$100.00 refundable water deposit is required for all accounts. Please contact City Hall to set up your water bill account prior to occupying your property. Sanitary services are billed separately through the North Shore Water Reclamation District.

Setting Up Your Garbage, Recycling, & Organics Account

To set up your account, contact Lakeshore Recycling Services (LRS) directly at 773-685-8811. LRS is the City's only permitted commercial contractor for waste hauling.

How to Join the Chamber of Commerce

To join the Highwood Chamber of Commerce visit www.highwoodchamberofcommerce.com/membership and complete the on-line membership application.



Online Services

Notify Me

Sign up for email and/or text alerts through the City of Highwood's website. This convenient communication alert system allows you to choose which type of notification you would like to receive including the quarterly newsletter, press releases, agenda postings, and calendar updates as well as emergency updates such as water main breaks and road closures. To enroll simply go to <http://www.cityofhighwood.org/> and click the "Notify Me" button on the middle, left hand side of the screen. Complete the simple steps and then you will receive a confirmation email/text to confirm you would like to enroll in the communication alert system.

Online Payments

The City of Highwood website, www.cityofhighwood.org features an online bill payment module. The online bill pay system (Illinois E-Pay), allows you to make payments for your Water/Sewer Bill, Vehicle Stickers (regular or late renewals), Parking Tickets and/or Building Code Violations and accepts Visa, MasterCard, American Express, and Discover cards.

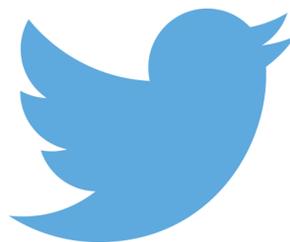
To make a payment go to www.cityofhighwood.org and click the "Online Payments" button in the middle of the page. From there, select the type of payment you would like to make and follow the prompts to complete the transaction. Please know, the City of Highwood does not charge you an additional fee for processing. Your personal bank may or may not charge you a fee for submitting an online payment.

The City of Highwood is on Facebook, Twitter & YouTube!

In an effort to offer a variety of communication channels to residents, businesses and visitors, the City has joined the social media family. The City of Highwood can be found on Facebook, Twitter and YouTube. We now need your help to spread the word; like us, follow us, and watch us! Links to our pages can be found below. Simply click the media logo you wish to visit, and you will be directed to our official accounts.



Like us on Facebook



Follow us on Twitter



Watch us on YouTube



Highwood Statistics



Incorporated in 1887

Size: 0.71 square mile

Population: 5,377*

Number of Households 1,943*

Number of Businesses: 445*

Township: Moraine

County: Lake

School Districts: 112 & 113

*Estimates based on the 2010 US Census Data

*Additional market data can be provided by
City Staff, upon request.*