



# Village of WILLOWBROOK

## Mayor

Frank A. Trilla

## Village Clerk

Gretchen Boerwinkle

## Village Trustees

Mark L. Astrella

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Gregory Ruffolo

## Village Administrator

Sean Halloran

## Chief of Police

Lauren Kaspar



Proud Member of the  
Illinois Route 66 Scenic Byway

## New Business Information Packet

Congratulations on your decision to open a new business in the Village of Willowbrook. Village staff looks forward to working with you through this process. The information in this packet will help guide you through the steps necessary to open a new business within the Village. The following approvals are required in order to open your business:

- Zoning approval
- Fire District approval (*review fees may apply and invoiced by Tri-State Fire District.*)
- Health Department or other agency approval (*if applicable*)
- Life safety inspection approval
- Certificate of Occupancy (*\$200-\$250 fee based on floor area square feet*)
- Business License approval (*business license fee based on floor area square feet*)

### Step 1 - Submit the following to the Community Development Department:

- A. New business application,
- B. Occupancy & Zoning application,
- C. 'Business Description' & 'Use Statement'. This document should be on your company's letterhead, and a brief "Business Description" of your business providing an accurate description of what you do.
- D. Floor Plan Layout, see included example.

Step 2 - Zoning Review: Staff will review the business description to determine if the use is permitted at the proposed location and proceed to the next step if approved. Section 9-3-05(A) lists permitted, special, and temporary uses by district.

Step 3 - Fire District Review: Tri-State Fire District will review the application documents for life safety and potential hazards that might affect surrounding tenants, buildings, or residents. *Additional review fees may apply and are invoiced by Tri-State Fire District.*

Step 4 - Schedule a life safety inspection or submit building permits (if remodeling).

Step 5 - Certificate of Occupancy: When your business has received Zoning, Building, Fire, and other applicable agency approval, you will be issued a certificate of occupancy, which grants you the approval to install furniture and move in any inventory but does not allow you to open for business to the public or begin operations.

Step 6 - Business License: The certificate of occupancy, along with the business license application will be forwarded to the Deputy Village Clerk for fee assessment and license.



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Additional Business License Information:

### **Tri-State Fire Protection District**

236 Sunrise Avenue  
Willowbrook, IL 60527

Tri-State Fire Protection District provides fire inspection services and plan reviews for the Village of Willowbrook. Before occupying your tenant space or building, you must contact Tri-State to schedule your life safety inspection, inquire about an existing alarm or suppression system, or ask about hazardous storage please call **(630) 323-6445**.



### **Water Billing**

If you are located in a freestanding building or a unit in a multi-tenant building with an individual water meter you must establish a water billing account with the Village. New accounts can be opened by contacting the Water Department at (630) 920-2238 or complete the online application at [Water Service Change Request Form](#) or scan the QR Code to the right.



### **Places of Eating Tax**

The Village of Willowbrook imposes a 1% tax on the sale of prepared food, which is defined as food or liquid, including alcoholic beverages, that are prepared for immediate consumption at places for eating. "Places for Eating" is defined as a place where prepared food is sold at retail for immediate consumption with indoor seating provided, whether the food is consumed on the premises or not. Visit [willowbrookil.org](#) for a list of other Village taxes that might apply to your business.

### **The Willowbrook/Burr Ridge Chamber of Commerce and Industry**

The chamber strives to enhance the business environment and increase the economic growth of its members. It provides community leadership, facilitates communication, promotes education, supports local causes, and continually represents the interest and advancement of its members. The Mission Statement is carried out by members working together, sharing resources and talent.

Visit their website [Willowbrook Burr Ridge Chamber of Commerce](#) or email: [info@wbbrcb.org](mailto:info@wbbrcb.org)





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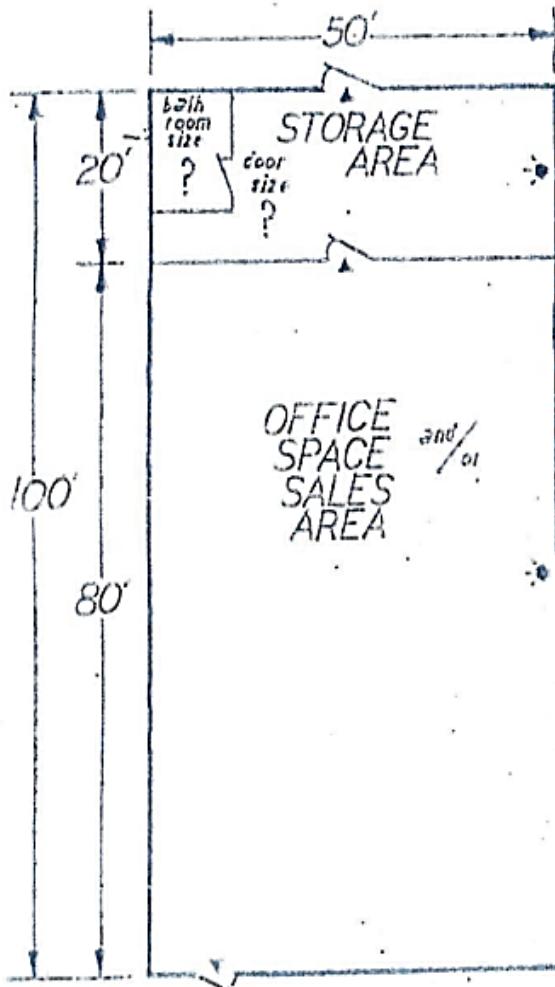
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## Sample Only



## Floor Plan Layout Requirements:

Dimensions of all areas of the tenant space.

Existing interior walls and doorways.

Exit Doors.

Restroom locations.

## LEGEND

▲ EXIT SIGN

◆ EMERGENCY LIGHT