GURNEE
COMMUNITY OF OPPORTUNITY

NEW BUSINESS HANDBOOK



GUIDE TO OPENING & OPERATING A BUSINESS IN THE VILLAGE OF GURNEE

Thomas B. Hood, Mayor

The Village of Gurnee

www.gurnee.il.us

325 North O'Plaine Road, Gurnee, Illinois 60031-2636
Administration 847-599-7500
Community Development 547-599-7550

Dear New Business Owner,

Welcome to the Village of Gurnee! As the *Community of Opportunity,* our reputation was earned by providing exceptional services to residents and businesses alike. With an outstanding location, a strong local economy, high-quality services and dedicated residents, the Village of Gurnee is an ideal place to establish your business.

Prior to opening your business, you must obtain the licenses and permits as required by the Village Municipal Code and related Village ordinances. The following 'New Business Handbook' provides an overview of the various permits and Village Departments you will work with during the permitting process. Please keep in mind the handout is a general overview and your business may be subject to additional requirements not covered in the handout.

If you have any questions, please refer to Section 1 for the contact information of the Village Departments involved with permitting your new business. As described in Section 2, the Planning & Zoning Division manages the location, use, and intensity of development in the Village. Prior to signing a lease, it is important to know if the zoning of the location you are interested in allows your business use. To occupy a building space or make building improvements, the Building Safety Division manages the building permit and occupancy process, as detailed in Section 3. The Finance Division manages all business licensing and collection of local taxes, as explained in Sections 4 & 5, and Section 6 details the liquor license process if your business involves the sale or serving of alcoholic beverages. Section 7 provides helpful information once your business is up and running.

All application and registration forms discussed in the handout are provided in the Appendix, on the Village website (http://www.gurneeil.gov) or at Village Hall (325 N. O'Plaine Road, across from Warren Township High School). Community Development Division hours are 7:30 a.m. - 4:00 p.m. If you have any questions, please contact Village staff. We look forward to working with your business!

Sincerely,



David Ziegler
Community Development Director

Table of Contents

Section 1 **General Information** **4**
1.1 Village Contacts 4
1.2 Other Contacts 5
1.3 Business Resources 6
1.4 New Business Flowchart 7

Section 2 **Planning & Zoning Division** **8**
2.1 How Zoning Affects Your Business 8
2.2 Where does Your Business Fit 8
2.3 Site Selection 8
2.4 Additional Zoning Aspects to Consider 9

Section 3 **Building Safety Division** **10**
3.1 Building Permit 10
3.2 Certificate of Occupancy 10
3.3 Building Codes 10
3.4 Sign Permit 10

Section 4 **Finance Division** **11**
4.1 General Annual Business License 11
4.2 Temporary Business License 11
4.3 Bath/Massage Establishment License 11
4.4 Amusement License 11
4.5 Other Licenses 11
4.6 Business License FAQ's 11
4.7 Business License Fees 13

Section 5 **Taxes & Registration** **14**
5.1 State Registration 14
5.2 Village Registration 14
5.3 Hotel/Motel Tax 14
5.4 Resort/Hotel Tax 14
5.5 Amusement Tax 15
5.6 Food & Beverage Tax 15

Section 6 **Liquor Sales** **16**
6.1 Liquor License Process 16
6.2 Liquor License Requirements 16
6.2 Liquor License Fees 17

Section 7 **Business Operations** **18**
7.1 Fire and Police Services 18
7.2 Water Billing 18
7.3 Public Information 19
7.4 Traffic Updates 19

Appendix **Applications** **20**

General Information

Sec. 1.1 Village Contacts

Village Hall
325 N. O'Plaine Road
Hours: 7:30 a.m. - 4 p.m.



Business Topic(s)	Village Division
Building Permits Certificate of Occupancy Inspections	**Building Safety** Ph: (847) 599-7550 Fax: (847) 623-9475
Business License Business & Tax Registration Water Billing/Pricing/Cycle	**Finance** Ph: (847) 599-7500 Fax: (847) 623-0490
Zoning Sign & Temporary Use Permits Business Site Selection	**Planning & Zoning** Ph: (847) 599-7550 Fax: (847) 623-9475
Liquor License/Sales	**Investigations (Police)** Ph: (847) 599-7080
Drainage, Grading Right-of-Way Permits	**Engineering** Ph: (847) 599-7550 Fax: (847) 623-9475
Freedom of Information Act (FOIA)	**Administration** Ph: (847) 599-7500 Fax: (847) 623-0490

General Information

Sec. 1.2 Other Contacts

Service	Provider	Contact Number
Water	Village of Gurnee	Contact Finance Division for account setup.
Sanitary Sewer	Multiple Providers. Contact Finance Division for information.	
Electricity	Commonwealth Edison (ComEd)	(877) 426-6331
Gas	North Shore Gas Company	(866) 556-6004
Telephone	AT&T	(888) 944-0447
Cable	Comcast AT&T	(800) 316-1619 (888) 944-0447
Recycling/ Refuse	Waste Management Veolia Environmental Services Groot Industries, Inc.	(800) 796-9696 (847) 272-4145 (800) 244-1977
Public Transit	PACE, regional bus transit system Metra, Northeast Illinois commuter rail system	(847) 364-7223 (312) 322-6777
Traffic Times	Lake County PASSAGE or www.lakecountypassage.com	(847) 377-7000
Food & Safety Inspections	Lake County Health Department www.lakecountyil.gov/148/Health-Department-Community-Health-Cente	(847) 377-8020
Property Assessment & Tax Bills	Lake County Assessment Office www.lakecountyil.gov/4915/Chief-County-Assessor	(847) 377-2050
Excavation	Joint Locating Information for Excavators (J.U.L.I.E)	811

General Information

Sec. 1.3 Business Resources

Whether you are starting a new business or have an existing business in the Village, the following State agencies and local organizations exist to help your business succeed.

Gurnee Chamber of Commerce

The Village of Gurnee Chamber of Commerce is the first member driven, business organization to focus on and devote 100% of its resources to the Village of Gurnee business community.

www.gurneechamber.com

(847) 871—0747

College of Lake County

Talent Development Solutions

Discover the College of Lake County's talent development solutions and drive employee development and business success with tailored training solutions that address your organization's needs.

www.clc-wausau.org/customized-training-solutions.html

Review the menu of services CLC offers Lake County employers at www.clcillinois.edu/businesses

Phone: **847.543.2887**
Email: **CorporateTraining@clcillinois.edu**

Lake County Workforce Development Board

The Lake County Workforce Development Board provides sustainable no-cost and low-cost strategies to recruit, hire, train, and retain the skilled workforce businesses need to thrive.

jserino@lakecountyil.gov

(847) 377-2224

Lake County Partners

Lake County Partners, a 501(c)3 economic development corporation, works to maintain economic vitality and quality of life in Lake County, Illinois by creating and retaining quality jobs, stimulating capital investment, pursuing economic diversity and improving the County's business climate.

www.lakecountypartners.com

(847) 247-0137

Village of Gurnee

Economic Development

This division maintains an inventory of available properties to aid you in your search for a new location.

edean@gurneeil.gov

(847) 599-7574

State of Illinois

Small Business Development Center (SBDC)

Are you a new business or need to expand an existing business?

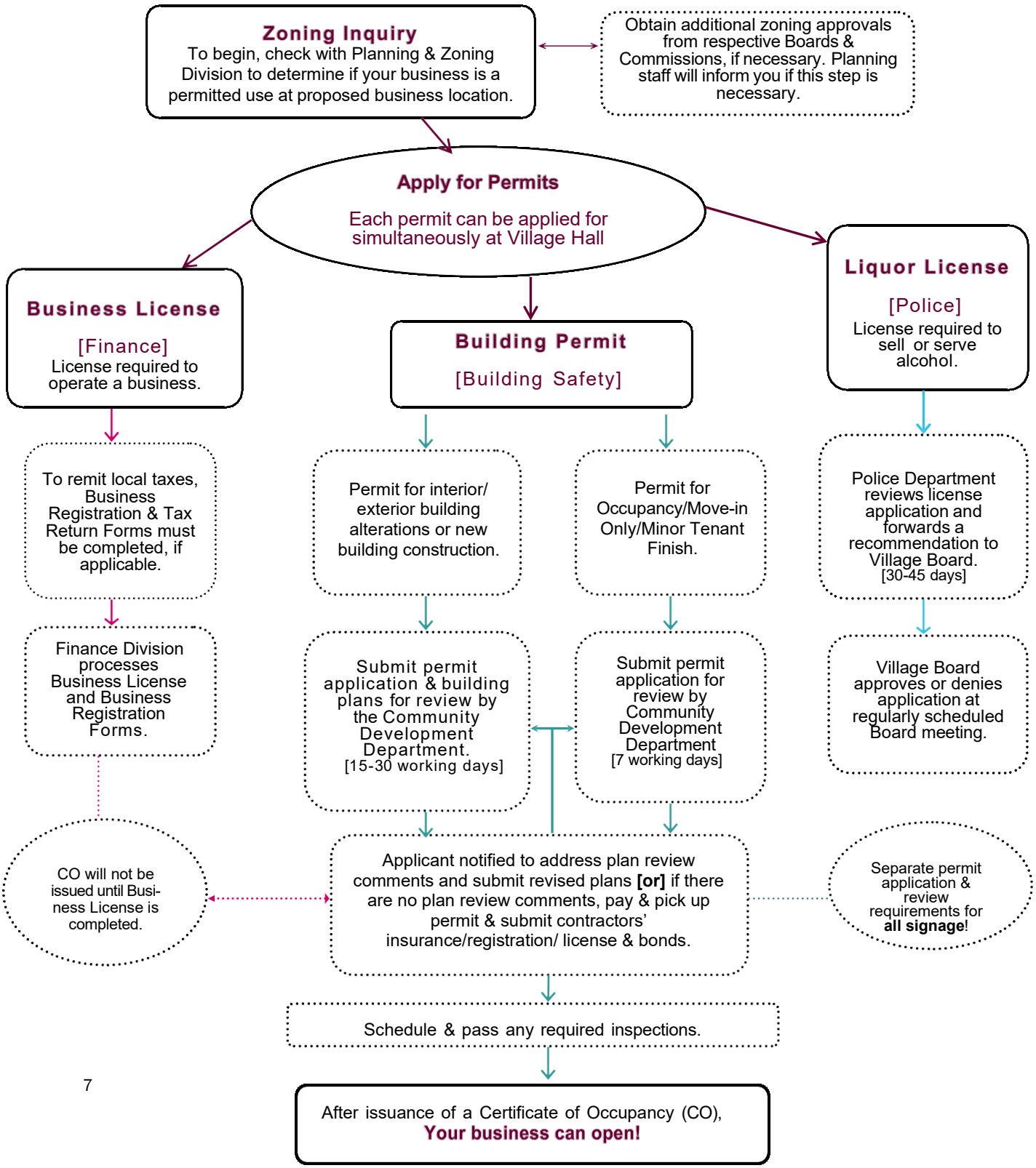
The SBDC offers one-on-one consulting targeted to small businesses and entrepreneurs. The SBDC provides expert advice on business plans and development, loan readiness, financial, marketing, and operations through a variety of resources and business workshops designed to sharpen your skills.

https://dceo.illinois.gov/smallbizassistance/beginhere/sbdc.html

The Illinois Small Business Development Center (SBDC) is funded in part through a cooperative agreement with the Illinois Department of Commerce & Economic Opportunity, the U.S. Small Business Administration, and the College of Lake County.

General Information

Sec. 1.4 New Business Flowchart



Section 2

Planning & Zoning

2.1 How Zoning Affects Your Business

One of the first steps in opening a business is to understand how your business is classified for zoning purposes in the Village. Zoning regulates the use and development of ALL land and buildings within the Village to protect the health, safety, and general welfare of the public. The Gurnee Zoning Ordinance divides the land into specific Zoning Districts (residential, commercial, industrial, and public) which are sections of land with uniform requirements governing use, lot and bulk of buildings. Each zoning district further defines what "use(s)" can be located in each district. "Use" is defined as "the purpose or activity for which the land or building is designed, arranged, or intended, or for which it is occupied or maintained". Each zoning district contains lists of "use(s)" that are Permitted Uses and/or Special Uses:

- Permitted Uses are allowed by-right and typically can be approved by the Planning & Zoning Division (P&Z), during the Building Permit/Occupancy Review process as described in the Building Safety Division of Section 3.
- However, if your use is classified as a Special Use, it may only be allowed subject to the issuance of a Special Use Permit in accordance with the Zoning Ordinance.

Please contact P & Z staff if any of the following apply:

⇒ You have a use that is classified as a Special Use;

⇒ You cannot locate your use as a Permitted Use or Special Use in the Zoning District; or

⇒ If the Zoning District name contains a "PUD" designation (i.e. C-B2 PUD).

2.2 Where Does Your Business Fit

To determine the use classification of your business and the zoning district(s) where your use may be allowed, please contact the P & Z staff. To assist staff in properly defining your use, provide a written description of your business with the following information including, but not limited to: address & unit number, business activities (i.e. services performed, items sold), square footage of space/building being utilized, number of employees, and hours of operation.

2.3 Site Selection [if not already determined]

After the use and zoning of your business is determined, you can begin to look for a location to open your business. Tools helpful in this process include the Zoning Map**, the inventory of available land and building space maintained on the** Economic Development section of the Village website, as well as Economic Development and P & Z Staff.

2.4 Additional Zoning Aspects to Consider

Once your business has a proposed location, review the following zoning provisions that may apply to your proposed business location. Please note additional zoning provisions may also apply but cannot be determined until a building permit application is submitted.

⇒ **Signage**: To advertise your business with exterior signage, the **Sign Ordinance (Article 13-11)** regulates the number, size, and height of ground signs and wall signs. Separate planning permit applications are required for **Ground**, **Wall**, and **Temporary** (i.e. banners, pennants) signs. Sign permit fees can be found online, but are generally based on the size of your sign.

⇒ **Parking Spaces**: Your business must provide the minimum amount of required parking spaces onsite as prescribed in Article 11, **Off-Street Parking and Loading Requirements**. Requirements are generally based on the type of proposed use, square footage utilized by the proposed use, and the parking requirements of other uses onsite, if applicable. For example, if you are proposing a restaurant, the total seat count and interior layout of the proposed facility is required to determine the minimum number of parking spaces required.

⇒ **Outdoor Seating**: If interested in outdoor seating associated with a restaurant, please review **Sec. 8.2.23 Outdoor Dining**, for restrictions on location, size, parking, and serving of alcoholic beverages in the outdoor seating area.

⇒ **Day Care Center**: If interested in a commercial day care center, the proposed facility's parking & traffic impact, drop off/pick-up schedule, number of clients & employees, and outdoor play area will be reviewed by the Village during the Special Use Permit process. Obtaining a license from the Department of Children and Family Services (DCFS) does not guarantee you the ability to operate a center in the Village. **The Village and DCFS are two separate bodies with different approval processes and restrictions.**

⇒ **Home Occupation:** Home Occupations are allowed as accessory uses in residential districts and do not require a permit from the Village. However, certain zoning restrictions apply, which can be found in **Sec. 8.5.3, Home Occupations**. Automobile, snowmobile, motorcycle, or recreational vehicle repair and service, and industrial machinery repair and service are prohibited.

Section 3

Building Safety

3.1 Building Permit (www.gurneeil.gov/building)

A business must receive building permits prior to starting any interior and exterior improvements. Plans for such renovation or new construction project must be reviewed and approved by the Community Development Department (Building Safety, Engineering, and Planning & Zoning Divisions), Fire Prevention and in food establishments, Lake County Health Department. If you are working with a contractor, there are certain requirements for insurance and licensing that have to be submitted with a permit. The requirements can be found online at: **www.gurneeil.gov/contractor-requirements**

As illustrated on the new business flow chart on Page 7, for remodeling or additions, allow 15—20 working days for department review. For new construction, allow 30 working days for department review. Department review time may take longer depending on the complexity of your permit. The **Building Permit Application** and **Building Permit Fees** are available on the Village website, at Village Hall, or can be emailed to you upon request. Permit fees are based on volume and/or cost of construction and are paid when the permit is ready for pickup. Payment of fees with the initial submittal of your permit application is not accepted. If you have questions on whether you need a building permit, please contact staff in the Building Safety Division.

3.2 Certificate of Occupancy

A Certificate of Occupancy (CO) is required upon completion of any new building, substantial addition to an existing building, or occupancy of your business in an existing building space. Please contact the Building & Safety Division for application materials and information.

3.3 Building Code (www.gurneeil.gov/building-codes)

The Village operates under the following Building, Fire, and Electrical Codes: 2012 International Building Code; 2012 Residential Code for One and Two Family Dwellings; 2012 International Mechanical Code; 2012 International Fuel Gas Code; 2012 International Fire Code; 2012 International Wildland Urban Interface Code; 2002 National Electrical Code; State of Illinois Plumbing Code; Illinois Accessibility Code; and ADA. Questions on how the above codes apply to your building permit can be directed towards the Building Safety Division.

3.4 Sign Permit

To advertise your business with exterior signage, new signs and alterations to existing signs require a sign permit. Questions regarding sign applications and restrictions can be directed towards the Planning & Zoning Division as referenced on page 9.

Section 4

Finance

4.1 General Annual Business License

All business owners must receive a General Annual Business License from the Finance Division prior to opening a business in the Village of Gurnee. If your business engages in the following business activities: rental of rooms (hotel, resort, motel or bed & breakfast); food handling establishments; or amusement machine operations, you must also complete the applicable Registration and Tax Returns Forms in Section 5. Also, your Certificate of Occupancy from Community Development will not be released until a Business License application has been submitted to the Finance Division.

4.2 Temporary Business License

Besides obtaining a Temporary Use Permit from the Planning & Zoning Division (see section 2), any business engaging in a business operation in the Village of Gurnee for a period of 30 days or less must obtain a Temporary Business License.

4.3 Bath/Massage Establishment License

In order to operate a bath/massage establishment, please review Chapter 22 (Article IV, Sec. 22) of the Municipal Code regarding building, location, and operating requirements as part of a Bath/Massage License.

4.4 Amusement License

Businesses engaged in operating amusement machines are required to obtain an annual Amusement License and a Village sticker for every machine. Please review Chapter 10 of the Municipal Code for details on additional approvals that may be required with this license.

4.5 Other Licenses

Other licenses that require an application and/or fee, but are not detailed in Section 4, include licenses for: Inventory Liquidation Sale, Liquor Sales, Automatic Amusement Machine/Juke Box, Commercial Refuse Hauler, Junk Yard, Food Delivery Vehicles, Hawker or Peddler, Charitable Solicitation, Commercial Solicitation, and Taxi Drivers/Taxi Company. For information on these licenses, please contact the Finance Department at 847-599-7500.

4.6 Business License FAQs

The following items are frequently asked questions of the business license process. If you have additional questions, please contact the Finance Division.

⇒ How do I apply for a general business license?

If your business begins initial operations within the Village after January 1st of a given year, you must apply for the business's first Annual General Business License within 30 days after beginning your business operations. You must also apply for a Certificate of Occupancy (CO) with the Community Development Department (as described in Section 3). You will not receive your business license until your CO has been approved by the Community Development Department. Business License applications are available at Village Hall or on the Village website. The fee for a business license is based on the assessed gross floor area of the building where your business operates.

⇒ Do I need to apply for a business license and pay a fee every year?

Yes. Your business is required to annually apply and pay for a business license. Annual general licenses are due January 1st of each year and terminate on December 31st of the same year. You can reapply using the E-Pay Service or mail an application & fee to Finance Department.

⇒ Are there any fee exemptions?

Yes. Any person, organization or corporation engaged in a business conducted solely for religious, charitable, or other nonprofit purposes which are tax exempt for such activities under the laws of the United States and the State of Illinois shall not pay any license fee. Such activities are exempted from paying the business license fee, but it does not exempt such activity from applying for an annual business license.

⇒ Does a home-based business require a business license?

No. You do not need a business license or pay a fee as stated in Chapter 22 (Article 1, Sec. 22-3) of the Municipal Code which specifically exempts home-based businesses.

⇒ If my business is located outside of the Village, but I have a vending machine located within the Village, do I need a business license? No.

Your business is not required to secure a business license because the fees are based on the square footage of the **physical** location **within** the Village.

⇒ If I am engaged in the business of leasing buildings, but my office is located outside of the Village, do I need a business license?

No. You are not required to obtain a business license because your main office is not located in the Village.

⇒ How are fees assessed for an apartment complex, car dealer or storage business?

The license fees for these type of business should be assessed based on the square footage of the main office where personnel is set up.

⇒ If I have more than one location in the Village, do I need more than one business license?

Yes. You are required to secure a business license for every location in the Village, even if you operate with the same business name.

4.7 Business License Fees

Below is a listing of the various business license fees. A more detailed list can be found in Chapter 32 of the Gurnee Municipal Code.

License Type	Annual Fee Amount	Requirements
General Annual Business License	$150	0 - 9,999 sq. ft.
	$300	10,000 - 19,999 sq. ft.
	$600	≥ 20,000 sq. ft.
Temporary Business License	$50	
Bathing or Massage	$1,000	
Auxiliary Massage	$200	
Masseur or Masseuse	$50 per individual	
Amusement License	$100; Plus $50/machine	1—5 Machines
	$200; Plus $50/machine	6-12 Machines
	$500; Plus $50/machine	Over 12 Machines
Inventory Liquidation Sale	No Charge	
Charitable Solicitation	No Charge	
Commercial Solicitation	$10	
Hawker or Peddler	$100/cart (yearly); $25/cart (monthly); $10/cart (daily)	
Commercial Refuse Hauler	$1,500 per year	
Food Delivery Vehicle	$10 per vehicle	
Junk Yard	$100 per year	
Taxi Drivers/Taxi Company	Varies on type of license issued. Please contact Finance Department for details.	

Section 5

Taxes & Registration

5.1 State Registration

Per the State of Illinois, your business must be registered with the Illinois Department of Revenue (IDR) if you conduct business in Illinois or with Illinois customers. You can electronically register through the Illinois Business Gateway or mail a completed Illinois Business Registration Application (REG-1). This form also covers Sales Tax Registration which is remitted to the State of Illinois. Any questions, please contact the IDR at 1-800-732-8866 (or 217-782-3366) or visit the Illinois Department of Revenue website.

5.2 Village Registration

The Village of Gurnee has not levied a property tax since 2000. Rather, the Village relies on shared state sales and income taxes, amusement, food & beverage, hotel/motel, and resort/hotel taxes to fund local government operations as defined in Chapter 10 and Chapter 74 of the Municipal Code. Local taxes remitted directly to the Village include the Food & Beverage Tax, Hotel/Motel Tax, Resort/Hotel Tax, and Amusement Tax. If these taxes apply to your business, please submit the applicable Registration Form and Tax Return Form with your completed Business License Application to the Finance Division. A copy of the registration and tax forms are provided in the Appendix, at Village Hall, or on the Business Taxes page on the Village website.

5.3 Hotel/Motel Tax

The Hotel or Motel Occupancy Tax rate is currently 6% on every hotel or motel room rented within the Village for each 24-hour period or any portion for which a daily room charge is made. The 5% tax should not be charged upon any person who rents a hotel or motel room for more than 30 consecutive days or to a person who works and lives in the same hotel or motel. This 5% is due the 20th of the succeeding month (i.e. if sales were $300.00 in October, $18.00 of hotel/motel tax should be remitted to the Village by November 20th). If applicable to your business, please submit the Registration Form and Tax Return to the Finance Division.

5.4 Resort/Hotel Tax

A Resort Hotel is a full-service hotel with at least: 300 rooms; 4,000 gross square feet of spa and fitness facilities; one full-service restaurant; and an accessory recreational or entertainment amenity such as, but not limited to, water park, theater, or golf course. The Resort Hotel Occupancy Tax rate is currently 2% on every hotel or motel room rented within the Village for each 24-hour period or any portion for which a daily room charge is made. This 2% is due the 20th of the succeeding month (i.e. if sales were $200.00 in October, $4.00 of resort hotel tax should be remitted to the Village by November 20th). If applicable to your business, please submit the Registration Form and Tax Return Form to the Finance Division.

5.5 Amusement Tax

The current Amusement Tax Rate is 4% on admission to: any entertainment or recreational activity offered for public participation; any exhibition, performance, presentation or show for entertainment purposes; and any other activity or event where persons engage in or observe a recreational or physical activity, game or performance. This tax is due the 15th day of the succeeding month (i.e. if gross sales were $200.00 in October, $6.00 of amusement tax should be remitted to the Village by November 15th). If applicable to your business, please submit the Registration Form and Tax Return Form to the Finance Division.

5.6 Food & Beverage Tax

The Food & Beverage (F&B) Tax is placed upon the purchase of prepared foods, drinks, and alcoholic liquor sold within the Village corporate limits at a rate of one percent (1%) of the purchase price. The owner/operator is responsible for collecting the tax paid by the purchaser and remitting and reporting those taxes to the Village on the 20th of the next month (i.e. if sales were $200.00 in October, $2.00 of food & beverage tax should be remitted to the Village by November 20th). If applicable to your business, please submit the Registration Form and Tax Return Form to the Finance Division. Also, provide a copy of your ST-1 Form (State of Illinois Sales Tax Return) to the Finance Division.

F & B Tax is applicable for establishments or entities that:

⇒ Sell food or drink prepared for immediate consumption;
⇒ Cater, carry-out, or drive-thru;
⇒ Prepare food or drink on-premise, intended for immediate consumption;
⇒ Sell liquor; and
⇒ Liquor sales either for consumption on the premises where sold, or if sold in original package for consumption off premises.

The F & B Tax is not applicable to:

⇒ Non-profits such as churches, public or private schools, daycare centers, nursing homes, etc;
⇒ Common grocery items prepared on site, but not for immediate consumption;
⇒ Food or non-alcoholic drink prepared off-site, pre-packaged, and whether or not it is immediately consumed; and
⇒ Fountain drinks per State of Illinois Statute (65 ILCS 5/8-11-6b).



Section 6

Liquor Sales

6.1 Liquor License Process

The Village of Gurnee, within certain limitations, allows the sale of alcoholic liquor on the premises of businesses and restaurants if the applicant qualifies for a liquor license. Please review Chapter 6 of the Municipal Code for more information on the Liquor License process. You may also contact Gurnee Police Department's Investigation section at (847) 599-7080. The Liquor License Application, Liquor License Renewal Application, or the Change of Agent Manager or Director Form can be found in the Appendix, available at Village Hall, or on the Village website.

If interested in applying for a Liquor License to allow liquor sales at your business, please review the following application process:

1. Submit a properly completed Liquor License application and a $275.00 Non-refundable filing fee to the Finance Division. The Finance Division will forward the application to the Police Department for review.
2. The Police Department completes a police background investigation on the liquor license applicant. From time of submission to the Police Department, applicants should expect 30 to 45 days for the application to be processed and a recommendation (approval or denial) forwarded to the Village Board.
3. After staff's review and recommendation, the license application will be placed on a regularly scheduled Village Board meeting agenda. Village Board meetings are held on the 1st and 3rd Monday of each month at 7:30 p.m. Applicant must attend the Board meeting.
4. At the meeting, the Village Board will review application material and approve or deny the issuance of a license. If approved, the applicant will receive a signed license for display at the establishment. If denied, the applicant will be notified in writing of the denial.

6.2 Liquor License Requirements

Section 6-53 of the Municipal Code dictates that no license shall be issued to a person who, among other things: is not a resident of Lake County, IL.; is not a person of good moral character; is a person who is not a citizen of the United States of America or a permanent resident alien as defined and verified by the United States Immigration and Customs Enforcement (ICE) Service; is a convicted felon; is a person convicted of a crime involving moral turpitude; and has had a license revoked for cause under this ordinance or confusion.

6.3 Liquor License Fees (Section 6-55 of Muni. Code)

License Class	Description	Annual Fee
Class 1	Allows the sale of alcoholic liquor for consumption on the premises where sold.	$2,000
Class 2	Allows the sale of alcoholic liquor for consumption on premises where sold and the retail sale of alcoholic liquor in the original package not for consumption on the premises.	$2,250
Class 3	Allows the sale of alcoholic liquor for consumption on the premises served from a service area not available to the public, and dispensed by a server with the purchase of food. A bar is prohibited.	$2,000
Class 4	Allows the sale of alcoholic liquor only for consumption off the premises where sold.	$2,000
Class 5	Allows the sale of beer for consumption only on the premises where sold.	$700
Class 6	Allows the sale of wine for consumption only on the premises where sold.	$700
Class 7	Allows the sale of both beer and wine for consumption only on the premises where sold.	$1,200
Class 8	Allows the retail sale of alcoholic liquor for consumption on the premises only of a motel or hotel restaurant or cocktail lounge….and shall be in the same building or adjacent thereto.	$2,250
Class 9	Allows the retail sale of alcoholic liquor of civic, fraternal, service or charitable not-for-profit organizations at picnics, outings, festivals, or other such special occasions for consumption on the premises. License is not valid for more than 48 hours.	$25/Day
Class 10	Allows the retail sale of alcoholic liquor to members or their guests by clubs, as defined in chapter 6 of municipal code, for consumption only on the premises where sold. (additional terms apply — see Sec. 6-55)	$1,500
Class 11	Allows the retail sale of alcoholic liquor for consumption on Resort Hotel Premises.	$3,000
Class 12	Allows the sale of alcoholic liquors in original packages only in connection with and as part of a gift basket service where package beer and/or wine is sold for consumption off premises. (additional terms apply — see Sec. 6-55)	$250
Class 13	Allows Class 2 & 4 licensees to conduct beer and wine tasting events, subject to certain provisions (listed in Sec. 6-55), at which beer or wine is sampled by the public to promote retail sale by the liquor license holder.	$500
Class 14	Allows the retail sale and onsite consumption only at movie theater.	$2,000
Class 15	Allows bring your own beverages of beer or wine only at specialty service establishments.	$500.00
Class 16	Allows the retail sale of beer and wine packaged goods on premises of a fuel station with convince store and commercial kitchen.	$2,000

Business Operations

After your business is up and running, this section lists helpful Village numbers and services to assist with your day-to-day business operations.

Important Numbers

Fire and Police Emergencies – Dial 911

Gurnee Fire Department, Non-Emergency: (847) 599-6600
Gurnee Police Department, Non-Emergency: (847) 599-7000

7.1 Fire and Police Services

The Gurnee Fire and Police Departments offer more than just emergency services. The following programs can help businesses prevent emergencies and other incidents:

⇒ *C.E.R.T.:* Offered by the Gurnee Fire Department, the Community Emergency Response Team (C.E.R.T.) courses trains citizens to be able to respond to emergency situations. The program is divided into five three-hour courses, includes CPR training, and is available to all Village residents and employees who work within the Village.

⇒ *"Lock-Take-Hide":* This program helps prevent auto burglaries by having the Police Department place brightly colored signs reminding motorists of simple steps which reduce these crimes.

⇒ *Security Surveys:* The Gurnee Police Department will review your business's physical set up and offer tips to help prevent crime through environmental design at no cost.

⇒ *Employee Trainings:* The Gurnee Police Department can offer your employees training on how to handle robberies and workplace violence at no cost.

7.2 Water Billing

If you are renting the space for your business, please be sure to discuss with your landlord how utilities will be paid. If you are responsible to pay the utilities as a tenant, please visit the Water/Sewer section of the Village website for information on how to set up a water billing account. Bills are currently issued on a bi-monthly billing cycle, with bills occurring six times per year. Visit the Water & Sewer Rates page on the Village website for the current fees.

Once your water billing account has been created, you can pay your water bills using one of the following methods:

⇒ *At Village Hall:* Residents may pay by cash or check at Village Hall during the regular business hours of 7:30 a.m. to 4 p.m. Monday through Friday. Outside of those hours, residents may also deposit their payment in a drop box located near the main entrance.

⇒ *By Mail:* Residents receive a return mail envelope when they receive their bill. Simply place the remittance stub and check in the envelope and mail the bill back.

⇒ *By Automatic Bank Debit*: Residents may have the amount of their water bill deducted automatically from their checking or saving account each billing cycle. If you are interested in this payment method, submit the AutoDebit Form & Disclosure Statement to the Finance Department.

⇒ *Online:* By visiting this website, https://eservice.gurnee.il.us/css/citizens/UtilityBilling/Default.aspx you may pay your water bill using your Visa, MasterCard, American Express, Discover credit card or by debiting your checking account. You must have your account number to pay online.

7.3 Public Information

The Village offers several ways for businesses to receive information and stay in touch for both business-specific and general matters:

⇒ *Business Listserv E-mail:* The Village sends out a monthly e-mail to subscribing businesses on business-specific topics, such as important programs, construction updates, and upcoming events. Sgn up for Email Notifications on the Village website.

⇒ *Platforms:*Keep up-to-date on Village events, news, board meetings, and more by viewing the Village's Facebook, Youtube, X, Instragram, and LinkedIn. Be sure to also read the bi-monthly Keeping Posted newsletter for current information.

⇒ *Village Emergency Notifications:* The Village's Emergency Alert system, also known as Regroup, is designed to quickly deliver critical alerts via phone, text, email, or mobile app when it matters most. Learn more and sign up for this service on the Village website.

7.4 Traffic Updates

For current road and construction projects happening in the Village, please visit the Engineering Division on the Village website for updates. If you have any questions or concerns on the road and construction projects, please contact the Engineering Division.

Appendix

The following Applications, Registrations & Forms discussed in the New Business Handout are found on the Village website at:

- Community Development Division
- Building Codes
- Building Permits
- Certificate of Occupancy
- Contractor Requirements
- Ground, Wall, & Temporary Sign Permits
- Temporary Use Permit
- General Annual Business License
- Temporary Business License
- Bathing/Massage Establishment License
- Amusement Machine License
- Hotel/Motel Tax Registration & Return
- Resort/Hotel Tax Registration & Return
- Amusement Tax Registration & Return
- Food & Beverage Tax Registration & Return
- Liquor License
- Liquor License Change of Agent, Manager, or Director