

Batavia, IL is

OPEN for business.

Your successful venture begins here.

Batavia
Main Street



BATAVIA
CHAMBER OF COMMERCE

We are here for you

The City of Batavia's Community and Economic Development Department is your one-stop-shop for assistance in opening or expanding your business in the City of Batavia. Whether you are an experienced business owner, or you are ready to open your doors for the very first time, our staff is here to help make sure that you get off to a great start. Before you do anything else, give us a call, and we can make sure that you have all the right information at the right time. Some of the questions you can ask us:

- What is needed to start a business in Batavia, IL?
- Can I expand my existing business?
- How long can I expect the process to take?
- What resources are available to help me open or expand my business?

In addition to answering any questions that you might have about the process, the Community and Economic Development Department will also act as your single point of contact, coordinating multi-department oversight of your project.





Plan for Success

Resources to help you create a successful business plan

Small Business Development Center at Waubonsee Community College

- Through the SBDC, small business owners, both prospective and existing, can obtain essential management, marketing and financial coaching. We offer no-cost one-on-one coaching and a wide variety of low-cost events and workshops to help make your business a success.
- <https://www.waubonsee.edu/community-offerings/illinois-small-business-development-center-waubonsee>
- Request an appointment.
- [\(630\) 906-4143](tel:6309064143)
sbdc@waubonsee.edu



Plan for Success

The federal government also has tools and resources for starting up a small business.



SCORE

- SCORE is a 501(c)(3) nonprofit organization and a resource partner of the U.S. Small Business Administration (SBA).
- Find a mentor
- Take a workshop
- Browse the library
- <https://www.score.org/>



Plan for Success

Other Local Resources

Fox Valley Entrepreneurial Center

The Batavia Public Library

Need a third one because this cute graphic has three photos.

V E A





STEP Two:
Form your business

Forming Your Business

Our best advice...get some good advice!

Contact the professionals

- Find an attorney who specializes in this type of work
- Hire a professional accountant
- Ask other small business owners for recommendations about professionals they have used.

• Business License



Do I need a license for this?

Must check State and Local requirements

For Local License Requirements:

- Batavia City Code Title 3: Business Licensing
- https://www.sterlingcodifiers.com/codebook/index.php?book_id=596

For State License Requirements:

- To check if your business requires a license from the State of Illinois; check with the Illinois Department of Finance and Professional Responsibility (IDFPR)
- <https://www.idfpr.com/>



SB



Liquor Licenses

The City of Batavia is governed by the Illinois Liquor Control Act, which does allow for various city ordinances to meet the needs of the residents and businesses.

Classes of Licenses

- Class A: Tavern
- Class B: Package Sales
- Class C: Carry-In
- Class D: Restaurant
- Class E: Limited, Non-Restaurant
- Class F: Special Event
- Class G: Special Use
- Class H: Brewery
- Class I: Caterer
- Class J: Movie Theater
- Class K: Park District



TOP
3





Anthony & Chris

Here to help you find the ideal location

Site Location – Our team of professionals can assist you with finding the perfect site for your business. We know how critical this decision is to the success of your business. We can help you find space that meets your needs and puts you right where your future customers are waiting to find you.



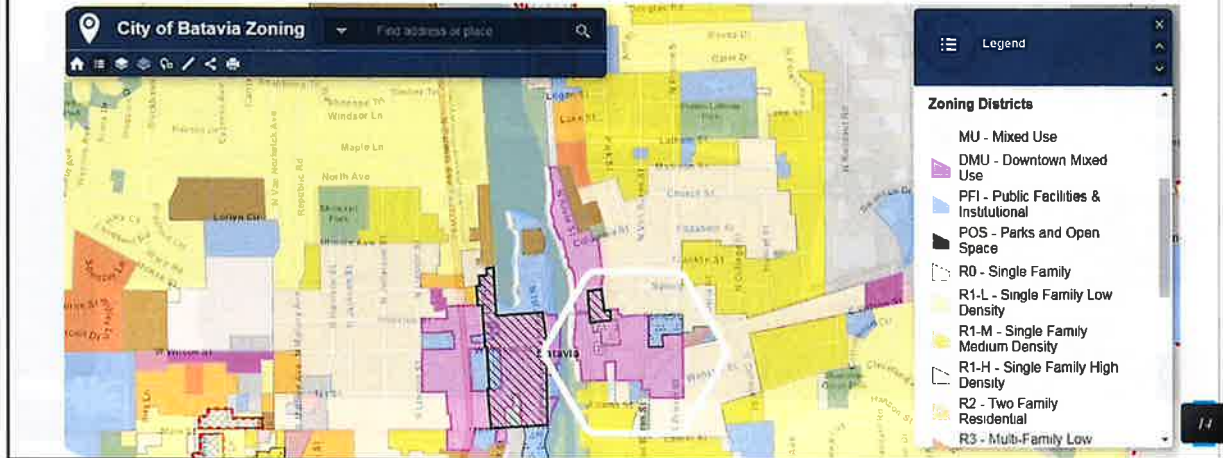


STEP Four:

Zoning: Before you sign the dotted line...

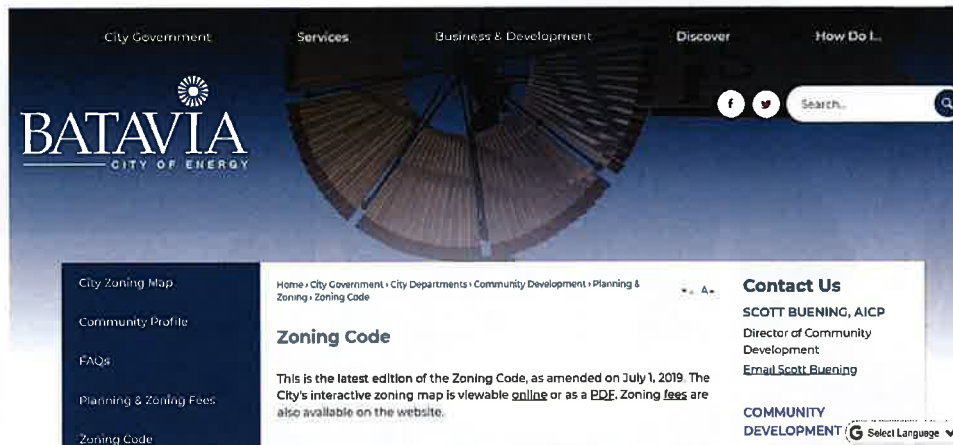
What is zoning?

Zoning classifications are the local rules that define how a property may be used and what type of businesses are allowed in an area. The City of Batavia's Zoning Map is accessible by clicking on City Maps at the bottom of the City's homepage: www.cityofbatavia.net. The zoning regulations also contain information about parking requirements and signage allowances and restrictions. Before you sign a lease or install a business sign, be sure to contact the City at ___ or call us at ___.



Once you know the district, you can check the code

The zoning regulations also contain information about parking requirements and signage allowances and restrictions. We realize that the Zoning Code can be hard to navigate, so if you have any questions, contact us.



Zoning Consultant - get out of lease if something goes wrong -> 40

HPC - final decision made - if it deals with zoning



Permitting

The location that you select for your new business may require some alteration before you can open your doors for business. A permit is required to construct, enlarge, alter, repair, move or demolish a building or structure. Erecting, installing, enlarging, altering, repairing, removing or converting or replacing any electrical, gas, mechanical, plumbing or fire safety system also requires a permit.

To ensure the most timely and cost-effective process, hire a professional, state-licensed architect to prepare your plans, being sure to pay attention to the local building code requirements.

Once your permit application is received it will be reviewed by our plan examiners who will provide you with a written report detailing any corrections that need to be made. Once all corrections have been made and after a final review, your permits will be issued.





STEP Six:
Inspections

Inspections

Depending on the project, a number of professional inspections may be required, such as for plumbing, electrical, building, mechanical equipment, fire suppression and public health. Once you have passed all final inspections, the City will issue a Certificate of Occupancy verifying that all of the requirements needed to open a new business have been met.



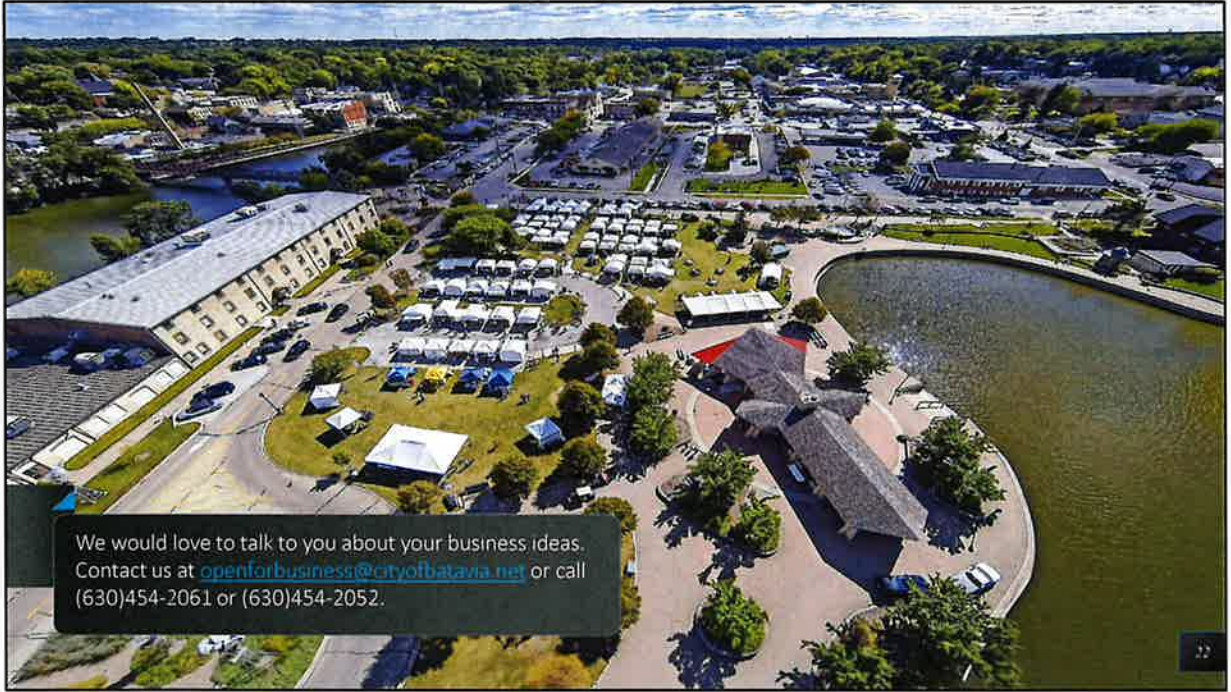
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Cement - 2-7-20
1-2 hrs residential
17 hrs on pm



STEP Seven:
Plan your ribbon-cutting!





We would love to talk to you about your business ideas.
Contact us at openforbusiness@cityofbatavia.net or call
(630)454-2061 or (630)454-2052.



