

The Process

1. Submit Zoning Application to verify the type of business is permitted.
2. You will receive notification of approval/denial or if a Special Use required.
3. Once approval is received, you may submit the Business License Application and supporting documentation.
4. When your business is set up, you may schedule a Commercial Occupancy Inspection, minimum 48 hours notice.
5. Once approval is received from all required departments, you will be notified your license is available for pick up. All fees are due at time of issuance of Business License.

GRAND OPENING!

Community Development: (847)587-3176
FL Fire Protection District: (847)587-3312
Police Department: (847)587-3100
Utility Billing: (847)587-2151
Village Hall: (847)587-2151
Chamber of Commerce: (847)587-7474
Lake County Health Dept: (847)377-8040
McHenry County Health Dept: (815)334-4510

Inspection Quick List

- Electric - Switches and outlets must be properly installed and maintained in good working order.
- GFI Outlets - must be installed within 6 feet of any water source.
- Doors- Every door and its hardware shall be maintained in good condition. Door locks must be in good repair and capable of locking the door.
- Sanitation - Interior areas shall be maintained in a safe, clean and sanitary condition. All areas shall be free from insect and rodent infestations and from any accumulation of refuse including storage of junk, boxes, excessive papers, parts, machinery, or any & all equipment not in an operable condition.
- Windows - Glass must be free of cracks or holes, and each operating window must have screens with no rips or tears.
- Interior Surfaces - Floors, walls, including windows and doors, ceilings, and other interior surfaces shall be maintained in good, clean, and sanitary condition.
- Peeling paint, cracked, or missing tiles, decayed wood, and other defective surface conditions shall be eliminated.
- Aisles, exit doors and hallways leading to them must remain clear from obstruction at all times.
- Exit doors must be marked with an illuminated exit sign.
- Emergency lighting must operate when normal electrical power is shutdown.
- Fire extinguishers must be mounted and serviced annually by a licensed and certified company.
- A Knox Box shall be installed for every business with a key inside it to open the business by the fire department.

A Guide for New Business



Welcome to the Neighborhood!



Community Development
66 Thillen Dr.
(847)587-3176
Monday-Friday 8am-5pm
www.foxlake.org



Getting Started

"What do I do first?"

Zoning Compliance

When a business is interested in opening in Fox Lake, the first step is to identify a location where the business use is permitted. A list of the permitted uses for each zoning classification can be found in Fox Lake's Zoning Ordinance on the Village's website via the Municipal Code link. You are also invited to call or stop by the Community Development Department where they will assist you in determining the zoning of the property and if the business would be permitted.

Ideally the use would be permitted in the zoning classification. When it is not, the business owner has the option of applying for a "Special Use." This requires a Public Hearing before the Plan Commission and Village Board. The timeframe for this process varies and can take several months. Please note that there are fees associated with Public Hearings.

Preparing the Property... *"Do I have all the permits?"*

Building Permits and Compliance Certificate

If the business owner wishes to do remodeling or construction, building permits may be required. You are invited to meet with the Building Department staff early in your design process to gain input on the code compliance of your plans.

Once construction is complete, inspections will be scheduled based on the type of work which was done along with a Business Compliance Inspection. The Building Inspector, Fire Marshal, Water and Sewer Department and NWRWRF (Treatment Plant) will conduct an inspection. Some businesses require an inspection by the Health Department. Every Business is required to comply with the Fats, Oils and Grease Discharge Policy as stated in the Village Municipal Code.

No new business may open until they have received a license and/or Certificate of Compliance.

When no remodeling or construction is required the business owner may simply request an inspection for new business occupancy with the Community Development Department.



Selecting Signage

A permit is required prior to erecting, installing, painting, or altering any sign. In Fox Lake, signs that are permitted for businesses are generally wall signs, window signs, or awning signs, although other types may also be used. The size, type and other design restrictions such as lighting can be found in Fox Lake's Sign Ordinance, a copy of which is available on the Village's website, via the Municipal Code link or from the Community Development Department.

Façade Improvement Program

Improvements to a façade can benefit the entire community. Business and/or building owners may be eligible for a Façade Improvement Grant, up to \$4,000. Some improvements which may be eligible include new decorative windows and doors, awnings, painting, decorative exterior lighting and signage. Please contact Community Development for more information on this program.