



Village of Stone Park

1825 N. 32nd Avenue
Stone Park, IL 60165
www.vosp.us

Beniamino Mazzulla
President

Laura Cassidy-Hatchet
Village Clerk

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Administration

708-345-5550
Fax: 708-450-3202

Police Department

708-344-2134
Fax: 708-345-5564
www.stoneparkpd.com

Fire Department

708-450-3217
Fax: 708-450-3219
www.stonepark.us

Public Works

708-450-3208
Fax: 708-450-3209

Procedures for Obtaining BUSINESS LICENSE within Village Limits

The following these steps will assist a new business to obtain a license:

Step 1: APPLICATION

The license application must be completely executed including your signature and the date. Do not leave any blank spaces as this will delay application approval

Step 2: BUSINESS PLAN

Along with the application a Business Plan must be submitted. The plan must include detailed information pertaining to the proposed business. Other criteria that must be included consists of: Hours of operation, number of employees, location for parking, state and/or federal licensing, outdoor renderings and preliminary build out plans (if available)

Step 3: ZONING & COST

Once submitted, the application and the business plan will be checked to meet Zoning requirements. Once reviewed, we will contact the applicant to advise if we can move to Step 4 or if they need to appear before the Zoning Board. We will also advise of any additional fees pertaining to the yearly license along with additional costs or required documentation.

Step 4: BUILD OUT

Once the request meets all zoning approvals a building permit is required for a Build Out. Please refer to "Procedures for Obtaining a Building Permit". If no build out is needed, then a Pre-Occupancy Inspection will be necessary. This inspection will lead to obtaining a "Certificate of Occupancy". The \$75 fee is required prior to scheduling. This fee includes the first & final inspection. Additional inspections will be charged separately at \$25 each.

Step 6: CERTIFICATE OF OCCUPANCY

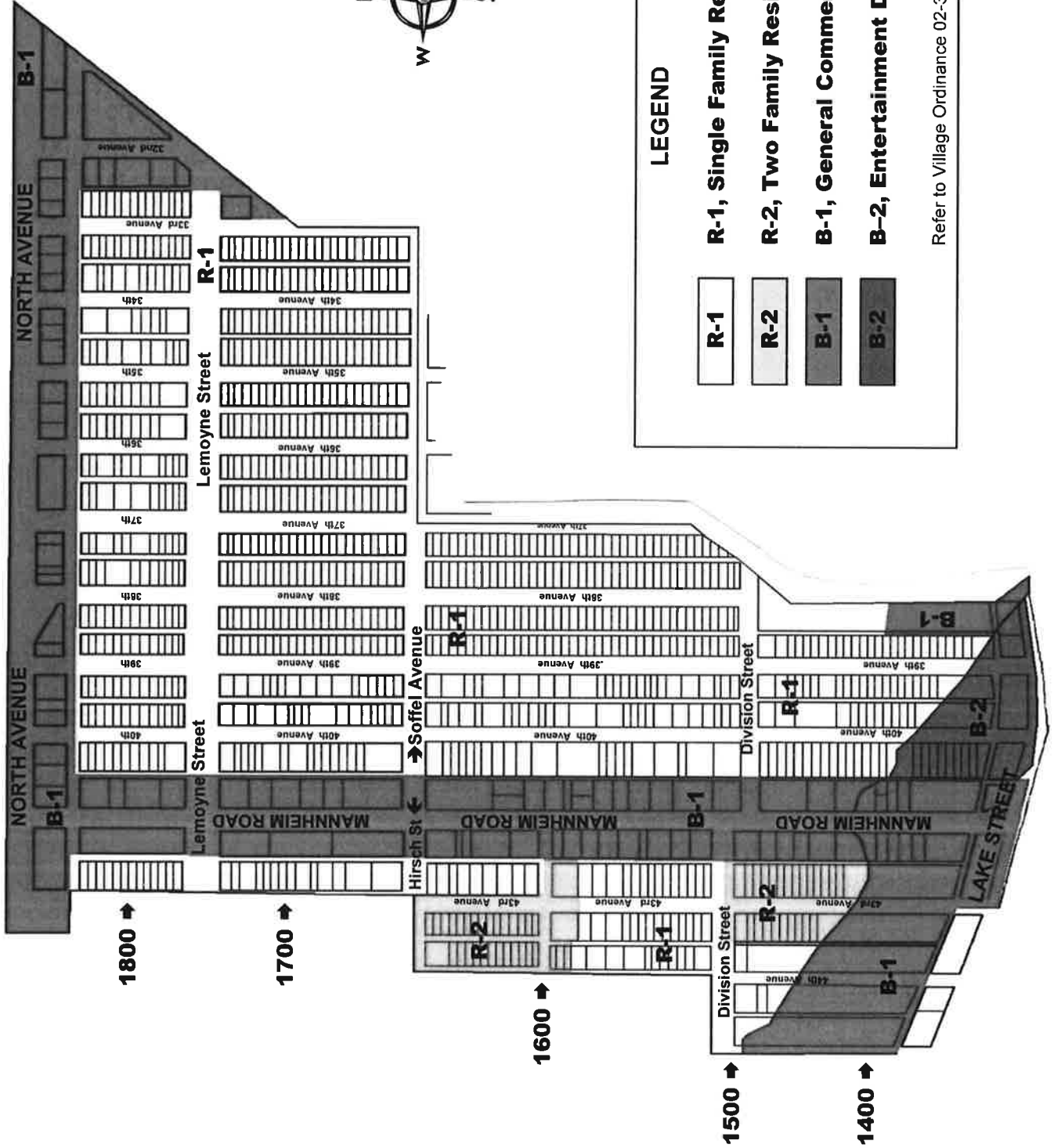
After inspections have been approved for either a Build Out or Pre-Occupancy Inspection, a Certificate of Occupancy will be issued.

Step 7: PAYMENT, LICENSE & PRESENTATION

At this time, the license fee along with any other fees, will be due. The certificate of insurance, showing Stone Park as a holder and any other documents will also be due. Once the license file is complete, the applicant will receive a Certificate of Occupancy and License. These MUST be properly posted in the place of business. Also distributed at this time would be the vehicle stickers and coin-op machinery stickers if applicable. Once processed, your business will be presented to the Village Board for information purposes, during a regularly scheduled Village Board Meeting.

We hope we were able to answer many of your questions. We appreciate your consideration to make Stone Park home to your business.

VILLAGE OF STONE PARK— ZONING MAP



LEGEND

- R-1 R-1, Single Family Residence District
- R-2 R-2, Two Family Residence District
- B-1 B-1, General Commercial District
- B-2 B-2, Entertainment District

Refer to Village Ordinance 02-33 for descriptions

6. BUSINESS DISTRICTS

6.1 B-1, General Commercial District

- 6.1.1 **Intent:** The General Commercial District is intended to provide convenience shopping for the immediate neighborhood as well providing an opportunity for more regional type sales on larger lots.
- 6.1.2 **Permitted Uses:** No building, structure or parcel of land shall be used and no building or structure shall be erected, altered or enlarged which is arranged, intended or designed for other than one of the following uses:
- 6.1.2.1 Bakeries
 - 6.1.2.2 Banks and financial institutions
 - 6.1.2.3 Barber shops and beauty parlors
 - 6.1.2.4 Bicycle sales and repairs
 - 6.1.2.5 Blueprinting and copying establishments
 - 6.1.2.6 Book and stationery stores
 - 6.1.2.7 Camera and photographic supply stores
 - 6.1.2.8 Candy and ice cream stores
 - 6.1.2.9 Carpet and rug stores
 - 6.1.2.10 Civic buildings
 - 6.1.2.11 Clinics – medical and dental
 - 6.1.2.12 Clothing stores
 - 6.1.2.13 Coin, stamp and hobby stores
 - 6.1.2.14 Department stores and discount stores
 - 6.1.2.15 Dry cleaning establishments
 - 6.1.2.16 Drug stores
 - 6.1.2.17 Dry goods stores
 - 6.1.2.18 Electrical appliance stores and repair facilities
 - 6.1.2.19 Employment agencies
 - 6.1.2.20 Food stores, grocery stores, meat markets, delicatessens
 - 6.1.2.21 Furniture stores, including upholstering.
 - 6.1.2.22 Furriers
 - 6.1.2.23 Garden supply stores
 - 6.1.2.24 General retail
 - 6.1.2.25 Gift store
 - 6.1.2.26 Jewelry stores, including watch repair
 - 6.1.2.27 Leather goods and luggage stores
 - 6.1.2.28 Locksmith shops
 - 6.1.2.29 Mail order, catalog store
 - 6.1.2.30 Medical and dental clinics
 - 6.1.2.31 Offices, business or professional
 - 6.1.2.32 Optician – sales and service
 - 6.1.2.33 Orthopedic and medical appliance stores
 - 6.1.2.34 Paint, glass and wallpaper stores
 - 6.1.2.35 Pet shops
 - 6.1.2.36 Photography studios
 - 6.1.2.37 Restaurants, sit down without entertainment or drive through windows
 - 6.1.2.38 Schools, public, private and instruction such as music, or dance
 - 6.1.2.39 Second hand stores
 - 6.1.2.40 Shoe stores
 - 6.1.2.41 Sporting goods, not including the sales of fire arms
 - 6.1.2.42 Tailors
 - 6.1.2.43 Theaters, indoor
 - 6.1.2.44 Ticket agencies
 - 6.1.2.45 Tobacco shops
 - 6.1.2.46 Toy stores

- 6.1.2.47 Travel agencies
- 6.1.2.48 Video rental

6.1.3 Special Uses: The following special uses may be permitted in specific situations in accordance with the procedures outlined in Section 3.8 of this Title.

- 6.1.3.1 Amusement establishments, including, but not limited to, bowling alleys, pool halls, dance halls and skating rinks.
- 6.1.3.2 Automotive service stations, repair and servicing of servicing of motor vehicles, including body repair, painting and engine rebuilding.
- 6.1.3.3 Bars and other drinking establishments
- 6.1.3.4 Day care centers and nursery schools
- 6.1.3.5 Garages for storage, repair, and servicing of motor vehicles, including body repair, painting and engine rebuilding.
- 6.1.3.6 Hotels and motels
- 6.1.3.7 Motor vehicle sales and service
- 6.1.3.8 Physical culture and health services, gymnasiums and reducing salons
- 6.1.3.9 Restaurants, with drive-through or drive up windows
- 6.1.3.10 Undertaking establishments/funeral parlors
- 6.1.3.11 Antenna towers in excess of sixty feet in height.
- 6.1.3.12 Outdoor display and sales areas

6.1.4 Required Conditions: The following conditions shall be required:

- All business, servicing or processing, except for off-street parking and loading, shall be conducted within completely enclosed buildings. The normal services and sales offered at automobile service stations and eating and drinking establishments and the sales of motor vehicles are excluded from this provision. The Village Board may waive this provision by designating certain days on which business establishments may conduct their businesses outside the building or structure. However, the sale of seasonal merchandise, such as Christmas tree sales may be permitted upon obtaining a temporary permit from the Village of Stone Park Building Department.
- 6.1.4.1 Except for the outside sales of motor vehicles or a lawfully permitted special use, the outside storage area of goods materials and products shall be screened in accordance with Section 2.14 of this Code. Lighting of the facilities shall be directed away from surrounding properties. Provided however, that the sale and storage of seasonal merchandise at retail shall be permitted in accordance with the applicable provisions of this Title.
 - 6.1.4.2 Area Requirements: The minimum area for each B-1 District shall be five contiguous acres.
 - 6.1.4.3 Lot Width Requirements: There are no minimum lot width requirements in the B-1 District.
 - 6.1.4.4 Yard Requirements: The following minimum yards shall be required in the B-1 District:
 - 6.1.4.4.1 Where a side lot line of the B-1 District coincides with a side or rear lot line in an adjacent residential district or is across an existing or proposed right of way from property located in a residential district a yard of not less than five (5) feet shall be provided
 - 6.1.4.4.2 Where a rear lot line of the B-1 District coincides with the rear or side lot line of an adjacent residential district or is across an existing or proposed right of way from property located in a residential district a yard of not less than fifteen (15) feet shall be provided.

6.2 B-2, Village Entertainment District

- 6.2.1 **Intent:** The B-2, Village Entertainment District is designed to accommodate a variety of uses, which are generally characterized by uses that provide leisure activities, often in the late evening. Uses that are oriented primarily or exclusively to adults will be considered on a case-by-case basis as Special Uses.
- 6.2.2 **Permitted Uses:** No building, structure or parcel of land shall be used and no building or structure shall be erected, altered or enlarged which is arranged, intended or designed for other than one of the following uses:
- 6.2.2.1 All uses permitted in the B-1 General Commercial District
 - 6.2.2.2 Civic buildings
 - 6.2.2.3 Movie theaters
 - 6.2.2.4 Pawn shops
 - 6.2.2.5 Amusement establishments, including, but not limited to, bowling alleys, pool halls, dance halls and skating rinks.
 - 6.2.2.6 Eating and drinking establishments including live entertainment and dancing
 - 6.2.2.7 Package liquor stores
 - 6.2.2.8 Taverns and bars
 - 6.2.2.9 Tattoo parlors
 - 6.2.2.10 Adult uses
- 6.2.3 **Required Conditions:** The following conditions shall be required:
- 6.2.3.1 All business, servicing or processing, except for off-street parking and loading, shall be conducted within completely enclosed buildings. The Village Board may waive this provision by designating certain days on which business establishments may conduct their businesses outside the building or structure. Except for the outside sales of motor vehicles, the outside storage area of goods, materials and products shall be screened in accordance with Section 2.14 of this Code. Lighting of the facilities shall be directed away from surrounding properties. Provided however, that the sale and storage of seasonal merchandise at retail shall be permitted in accordance with the applicable provisions of this Title.
 - 6.2.3.2 **Area Requirements:** The minimum area for each B-2 District shall be two (2) contiguous acres.
 - 6.2.3.3 **Lot Width Requirements:** There are no minimum lot width requirements in the B-2 District.
 - 6.2.3.4 **Yard Requirements:** The following minimum yards shall be required in the B-2 District:
 - 6.2.3.4.1 Where a side lot line of the B-2 District coincides with a side or rear lot line in an adjacent residential district or is across an existing or proposed right of way from property located in a residential district a yard of not less than five (5) feet shall be provided
 - 6.2.3.4.2 Where a rear lot line of the B-2 District coincides with the rear or side lot line of an adjacent residential district or is across an existing or proposed right of way from property located in a residential district a yard of not less than twenty (20) feet shall be provided.
 - 6.2.3.5 Advertisements, displays or other promotion of adult materials or products shall not be shown or exhibited so as to be visible to the public from pedestrian sidewalks or walkways, or from other public or semi-public areas, including any interior areas of the adult use which may be open to minors.
 - 6.2.3.6 All building openings, entries, and windows of adult uses shall be located, covered or screened in such a manner as to prevent a view into the interior from any public or semi-public area.



VILLAGE OF STONE PARK

BUSINESS LICENCE- WITHIN VILLAGE LIMITS

BUSINESS INFO

Business/DBA

Contact

Bus Address

Bus Phone

Bus Fax

Bus Hrs: M-F Sat Sun **# of Employees**

Preferred Mailing Address: Owner Address Business Address

BUSINESS OWNER INFO

Owner's Name

DOB **Cell Phone**

Email:

Address

City **State** **Zip**

Corporation Name

Corporate # **FIN#**

Sales Tax #

PROPERTY INFO

Own **Lease**

Leased Owners Name

Owners Address

City, State Zip

Phone

EMERGENCY INFO

List at 2 contacts in case of an emergency?

Contact **Phone**

Contact **Phone**

Alarm Co **Phone**

ADDITIONAL INFO

Garbage Hauler **Phone #**

Number of Vehicles that would require a Village Sticker?

Which category best describes the nature of your business?

<input type="checkbox"/> Automotive	<input type="checkbox"/> Food Liquor	<input type="checkbox"/> Retail	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Health	<input type="checkbox"/> Service	<input type="checkbox"/> Other
<input type="checkbox"/> Finance Money	<input type="checkbox"/> Industrial	<input type="checkbox"/> Transportation	

BUILDING PERMITS MUST BE SECURED PRIOR TO ANY WORK TO BE DONE ON PREMISES

READ BEFORE SIGNING: I, the applicant, understand the issuance or renewal of this license is conditioned upon compliance with all Village Ordinances and other applicable Statues, the payment of all prior fees, including those accumulated from violations, a criminal background check for all individual(s) whose name(s) appear on this application and the results of any inspections and that the above stated information is true and correct.

Print _____

Date _____

Sign _____

Title _____

OFFICE USE ONLY			
Lic <input type="text"/>			Paid?
Lic2 <input type="text"/>	**CHECK LIST**	App Received By: <input type="text"/>	Water Uptodate <input type="checkbox"/>
Water Acct: <input type="text"/>	Payment Date: <input type="text"/>	Insurance Expires: <input type="text"/>	Tickets <input type="checkbox"/>
Operating Since: <input type="text"/>	State Licenses Valid: <input type="text"/>		Inspections <input type="checkbox"/>
Zoning: <input type="text"/>			Business Plan <input type="checkbox"/>