



**Village of Stone Park**  
1825 N. 32<sup>nd</sup> Ave  
Stone Park, IL 60165  
[www.vosp.us](http://www.vosp.us)

**Beniamino Mazzulla**  
**President**

**Laura Cassidy-Hatchet**  
**Village Clerk**

**Calene Zabinski**  
**Treasurer**

**Dean W. Krone**  
**Attorney**

---

**Board of Trustees**

Joseph P. Burdi

Loretta J. Teets

Marco Paz

Marco A. Gutierrez

Nazario Garcia

Sylvia Terrazas

---

**Administration**

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

**Police Department**

708-344-2134  
Fax: 708-345-5564  
[www.stoneparkpd.com](http://www.stoneparkpd.com)

**Fire Department**

708-450-3217  
Fax: 708-450-3219  
[www.stonepark.us](http://www.stonepark.us)

**Public Works**

708-450-3208

# Procedures for Obtaining BUSINESS LICENSE Within Village Limits

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

**Step 1: Application**

A license application must be executed. Please do not leave any blank spaces and ensure you signed and dated the application to avoid delays.

**Step 2: Business Plan**

Along with the application, a Business Plan must be submitted. The plan must include very 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 and Cost**

Once submitted, the application and the business plan, will be checked to meet Zoning requirements. Once checked the results will either lead to moving to Step 4 or appearing before the Zoning Board. The results will be relayed to the applicant, in addition to the fees pertaining to the yearly license and any other additional costs. Any other relevant documentation will also be requested.

**Step 4: Build Out**

After necessary Zoning approvals are complete and you are performing a Build Out, a building permit is required. Please refer to "Procedures for Obtaining a Building Permit". If a build out is not needed, then a Pre-Occupancy Inspection will be necessary. This inspection will lead to obtaining a "Certificate of Occupancy". The inspection will need to be paid prior to scheduling. The \$75 fee includes first and final inspection. Additional inspections will be charged separately at an additional \$25 each.

**Step 5: Certificate of Occupancy**

Once inspections have been passed for either a Build Out or Pre-Occupancy inspection, a Certificate of Occupancy will be issued.

**Step 6: Payment and License**

At this time, the license fee along with any other fees will be due. The Certificate of Insurance must be turned in with the Village of Stone Park as a certificate holder. Once everything is complete, the applicant will receive a Certificate of Occupancy and Licenses, which 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.

**Step 7: Presentation**

Your business will be presented to the Village Board for information purposes. This will take place during a regularly scheduled Village Board Meeting.

Thank you for choosing the Village of Stone Park for your new business location.



# 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 \_\_\_\_\_

Lic2 \_\_\_\_\_

Water Acct: \_\_\_\_\_

Operating Since: \_\_\_\_\_

Zoning: \_\_\_\_\_

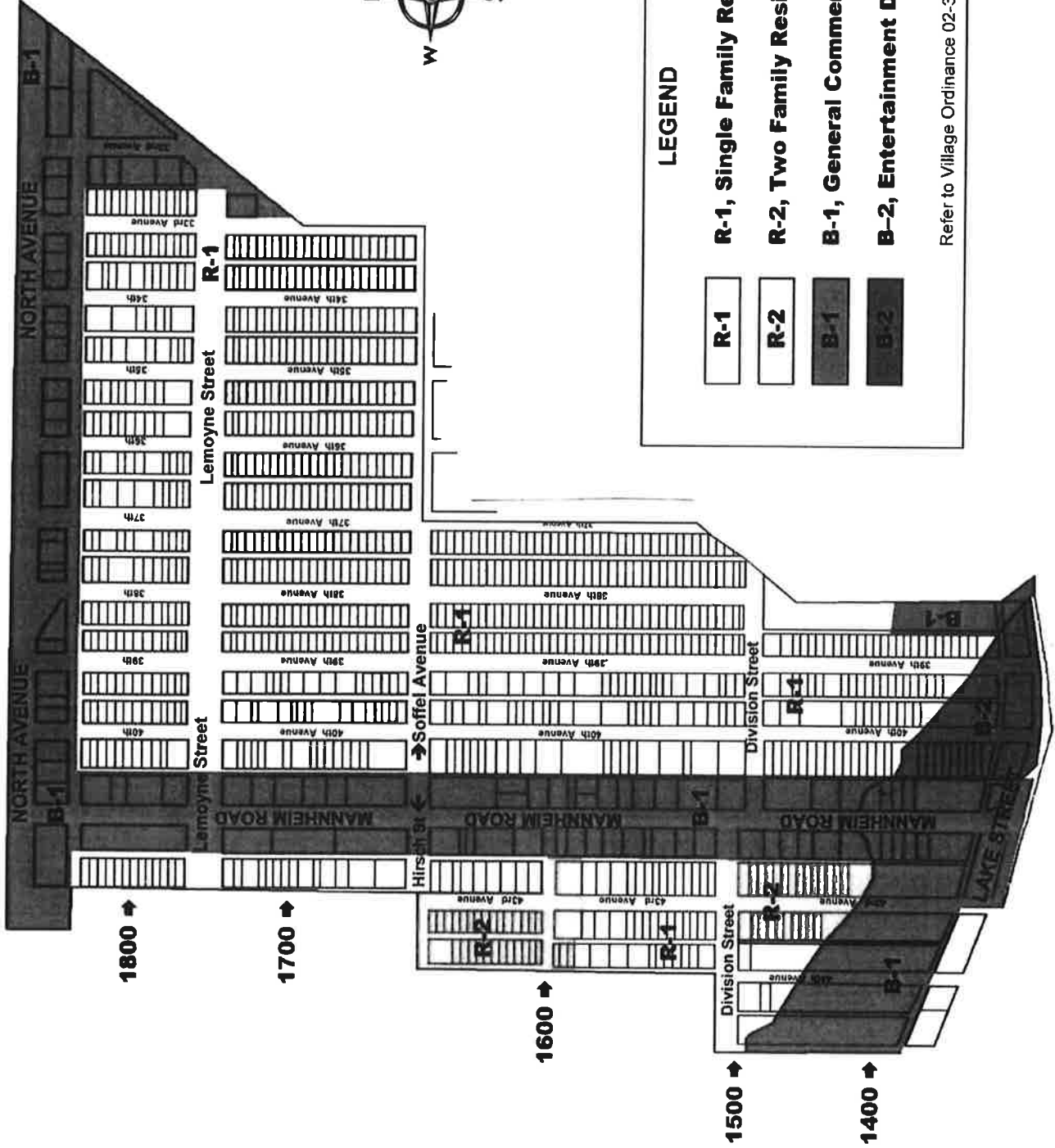
**\*\*CHECK LIST\*\***

App Received	By: _____
Payment	Date _____
Insurance	Expires _____
State Licenses	Valid _____

Paid?

Water Uptodate	<input type="checkbox"/>
Tickets	<input type="checkbox"/>
Inspections	<input type="checkbox"/>
Business Plan	<input type="checkbox"/>

# 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:**

- 6.1.4.1 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.