

# Glenview's Business Guide

## Starting Your Business in Glenview



The following is a resource designed to assist future and current business owners with the business development process. Within this guide, you'll find relevant information regarding **Zoning, Licensing and Registration, Permitting,** and **Additional Resources** for your business.

**Village of Glenview**  
**1225 Waukegan Road**  
**Glenview, IL 60025**

**Tel: (847) 904-4305**

**Monday – Friday, 8AM – 5 PM**



# 1 Zoning

The Village of Glenview is divided into several zoning districts designed to cluster compatible uses together.

**Prior to selecting a tenant space**, contact the Community Development Department and submit a **Land Use & Zoning Confirmation Request Form** to confirm that your business can legally operate at the proposed location.

## Zoning Review Checklist

### Step 1

Applicant submits [Land Use & Zoning Confirmation Request Form](#)

### Step 2

Staff reviews Land Use & Zoning Confirmation Request

### Step 3

Staff issues a letter to the Applicant verifying the proposed use is permitted

## Zoning Resources

### [Village Interactive Map](#)

- Interactive mapping platform detailing valuable property information.

### [Land Use Table](#)

- Identifies permitted uses in the Village's various zoning districts.

### [Village Zoning Map](#)

- Visual representation of the Village's zoning districts.

### [Municipal Code](#)

- Details all legal requirements for the Village of Glenview.

# 2 Licensing and Registration

Business licenses or registration and a Certificate of Occupancy (C/O) are required for all businesses which have locations within the corporate limits of the Village of Glenview. Business licenses are valid for the calendar year with an associated fee of \$35.00. For additional information regarding Licensing and Registration, contact **Staff at 847-904-4307**

## Additional Licenses and Approvals

Establishments wishing to serve alcoholic liquor require additional licenses and should contact **Staff at 847-904-4302 or 847-904-4372**

Establishments wishing to serve food or perform massages are required to acquire additional licenses or approvals. Contact **Staff at 847-904-4311 or 847-904-4396**

## Licensing and Registration Checklist

### Step 1

Applicant submits [Business License Application](#) to Staff

### Step 2

Staff reviews submittal to ensure compliance with applicable codes

### Step 3

If necessary, applicant applies for all required building permits

### Step 4

Applicant schedules required [C/O inspections](#) by contacting Staff at **847-904-4340**

### Step 5

Staff issues Business License and Certificate of Occupancy

# 3 Permitting

Community Development Department staff serve as the initial point of contact for issues related to zoning, permitting, and inspections. All commercial construction projects require a building permit before they commence. **Information regarding the permitting process may be found online at:**

<http://www.glenview.il.us/Pages/Building-Permits.aspx>

## Regulatory Commissions

In an effort to ensure the comprehensive development of the Village, individual projects may be subject to regulatory review by one or more of the Village's regulatory commissions. Additional information regarding these regulatory bodies is available on the Village's webpage.

[Appearance Commission](#)

Reviews most architectural, landscaping, lighting, and signage alterations.

[Plan Commission](#)

Reviews all site plan changes, subdivisions, rezoning, conditional uses.

[Zoning Board of Appeals](#)

Grants all zoning variations

## Permitting Checklist

### Step 1

Applicant provides Staff with all required submittals

### Step 2

Staff reviews submittals to ensure compliance with the relevant code requirements

### Step 3

Staff comments are sent to Applicant

### Step 4

Applicant submits revised documents addressing permit comments

### Step 5

If necessary, applicant receives necessary approvals from regulatory commissions

### Step 6

Applicant picks up permit and pay any outstanding fees

### Step 7

Applicant schedules required inspections by contacting Staff at **847-904-4340**

### Step 8

Staff issues Business License prior to grand opening.

# Additional Resources

## Commonwealth Edison

Electric Services

Phone: (800) 334-7661

Website: [www.comed.com](http://www.comed.com)

## Nicor

Natural Gas

Phone: (888) 642-6748

Website: [www.nicor.com](http://www.nicor.com)

## AT & T

Telephone, Hi-speed Internet, Cable Television

Phone: (800) 244-4444

Website: [www.att.com](http://www.att.com)

## Comcast

Telephone, Hi-speed Internet, Cable Television

Phone: (866) 594-1234

Website: [www.comcast.com](http://www.comcast.com)

## Additional Resources

Need help getting your business started? These local and State agencies may be able to help.

[Glenview Chamber of Commerce](#)

[North Shore Convention and Visitor's Bureau](#)

[Illinois Department of Commerce](#)

[Illinois Department of Commerce and Economic Opportunity](#)

[U.S. Small Business Administration](#)