

## HELPFUL PHONE NUMBERS

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Village Municipal Centre (Building Dept., Public Works and Administration):	815-675-2121
Police Department:	815-675-2596
Fire Department:	815-675-2450
Cable (Mediacom):	800-824-6047
Chamber of Commerce:	815-678-7742
ComEd:	800-334-7661
Nicor Gas:	888-642-6748
County Health Dept.:	815-334-4510
Post Office:	815-675-2161
Frontier (telephone):	877-462-4008



THE VILLAGE MUNICIPAL CENTRE AND POLICE DEPARTMENT ARE LOCATED AT 7401 MEYER ROAD



### The Village of Spring Grove

7401 Meyer Road  
Spring Grove, IL 60081

Phone: 815-675-2121  
Fax: 815-675-6053  
E-mail: [info@springgrovevillage.com](mailto:info@springgrovevillage.com)  
[www.springgrovevillage.com](http://www.springgrovevillage.com)



## The Village of Spring Grove

# WELCOMES NEW BUSINESSES

## 10 THINGS YOU SHOULD KNOW



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**1. Occupancy Inspections.** Before you can open for business, an occupancy inspection must be performed on your new unit or building by the Building Department. Please call the Municipal Centre at 815-675-2121 to set up an appointment. The fire department also has regulations and can be reached at 815-675-2450. Once you have received a Certificate of Occupancy, you can register your business with the Village.

**2. Registering Your Business.** Registering your business assists the Police Department in its responsibility to provide adequate police protection and also aids the Spring Grove Fire Protection District by, in part, alerting them to types of materials stored at a particular business, including, but not limited to, hazardous materials. Emergency alarm systems must also be registered with the Village.

**3. Utility Account Application.** To have the sewer and/or water billing transferred to your name, you must fill out a Utility Account Application. This application must be signed in person and your identification checked by village staff.



UTILITY ACCOUNT INFORMATION  
MAY HAVE TO BE UPDATED

**4. Registering Vehicles.** If you have any business vehicles that will be housed overnight in the Village for more than 30 days, you must register them. The yearly registration fee is dependent on the size of the vehicle.

**5. Signs.** The Village hopes to achieve the need to provide adequate and effective communication with signs that are aesthetically pleasing and in keeping with the over-all character of the area. All permanent signs require approval from the Architectural Review Commission. Temporary signs, such as “Coming Soon”, “Open for Business” and temporary identification signs are allowed with time limits and other regulations as noted in the attached information sheet. For complete regulations, see Chapter 12 of the Municipal Code Book\*.



SIGNS SHOULD MATCH  
THE CHARACTER OF THE  
AREA.

**6. Zoning Regulations.** “Will my business require a special use permit?” “Do I have enough parking spaces?” If you have these or any other questions on zoning regulations, please call the Municipal Centre or view Chapter 15 of the Municipal Code Book which can be viewed on-line at [www.springgrovevillage.com](http://www.springgrovevillage.com) under “Government”.

## 7. Coin-Operated Amusement Devices.

Annual licenses are required for any coin-operated amusement in your establishment. These include pinball, video or computer games, pool tables and radios or televisions which are dependent upon the use of coins or other types of payment by automatic means. See the full description of coin-operated amusement devices in the attached license application. Licenses must be renewed yearly.



LICENSES ARE  
REQUIRED FOR  
COIN-OPERATED  
AMUSEMENTS

**8. Entertainment Tax.** This is a four percent (4%) tax on the revenue for admissions charged to patrons of any entertainment entity and collected by the owner except for agritourism events, for which a two percent (2%) tax is imposed. A copy of the ordinance is attached for more information.

**9. Tobacco Dealers.** Annual licenses are required for retail sales of cigars or tobacco in any form. Licenses must be renewed yearly.

## 10. Wastewater Discharge Questionnaire.

The Illinois Environmental Protection Agency (IEPA) requires an inventory of all materials discharged into the village’s sewers.

*The Village welcomes you and hopes your business prospers and grows in your new location! Please feel free to call us with any concerns or questions you may have.*