

## HELPFUL PHONE NUMBERS

---

Village Municipal Centre:	815-675-2121
Police Department:	815-675-2596
Fire Department:	815-675-2450
Cable Internet/Comcast:	877-289-8849
Cable Internet/Mediacom:	800-824-6047
Chamber of Commerce:	815-403-5155
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 800-483-5000



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)  
Web: [www.springgrovevillage.com](http://www.springgrovevillage.com)



THE VILLAGE OF SPRING GROVE

WELCOMES  
NEW  
BUSINESSES

10 THINGS YOU  
SHOULD KNOW



# 10 THINGS YOU SHOULD KNOW

**1. 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 see Chapter 15 of the Municipal Code Book which can be viewed on-line at [www.springgrovevillage.com](http://www.springgrovevillage.com) under “Government”.

**2. Fire Alarm System.** A fire alarm system must be installed and maintained in full operating condition in all buildings. See the Spring Grove Fire District brochure for more information.



**A FIRE ALARM SYSTEM MUST BE INSTALLED IF THE BUILDING DOES NOT HAVE ONE.**

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

**4. 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 there, including hazardous materials. Emergency alarm systems must also be registered with the Village.

**5. 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**

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

**7. Signs.** All permanent and temporary signs require a permit. Most multi-tenant buildings must abide by the Uniform Sign Plan in Chapter 12 of the Municipal Code Book. For complete regulations for all types of signs, please see Chapter 12. Please note that doors, including service doors for any business, must be labeled with the Unit number and/or the name of the business.



**A MULTI-TENANT BUILDING WITH A UNIFORM SIGN PLAN**

**8. 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.

**9. 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.

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

*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.*

