



# Northbrook Business License Procedures

- 1) Complete the Zoning Analysis form and email it to Jennifer Maisch of the Development and Planning Department ([jennifer.maisch@northbrook.il.us](mailto:jennifer.maisch@northbrook.il.us)). This is to ensure the type of business you are looking to open is zoned for that property. If you are planning to put up a sign, please contact her for a sign permit as well.
- 2) Complete the Business License application form and email or hand it in to Berina Gradjan (847) 664-4020 ([berina.gradjan@northbrook.il.us](mailto:berina.gradjan@northbrook.il.us)).
- 3) If there are proposed alterations to the space (plumbing, electrical, adding or removing walls, etc.) that require a permit, contact Nick Desario of the Development and Planning Department (847) 664-4053 ([nick.desario@northbrook.il.us](mailto:nick.desario@northbrook.il.us)) to discuss any permit submittal requirements.
- 4) If the business is a new food service establishment or change of ownership to an existing food service establishment, please contact Nick Desario of the Development and Planning Department (847) 664-4053 ([nick.desario@northbrook.il.us](mailto:nick.desario@northbrook.il.us)) to schedule a required sanitation inspection.
- 5) Contact Jackie Durment of the Fire Department (847) 664-4500 ([Jacqueline.Durment@northbrook.il.us](mailto:Jacqueline.Durment@northbrook.il.us)) to schedule a fire safety inspection, even if you do not have inspections by Development and Planning.
- 6) Once you have received your Zoning Analysis approval, approval from Development and Planning (if you have inspections), and approval from the Fire Department, then you will receive a Business License invoice. Once the invoice is paid, you will receive a business license.

## **If you are looking to open a Kiosk in Northbrook Court:**

- 1) Is it a permanent kiosk built by the vendor? If so, visit the Northbrook website (<https://www.northbrook.il.us/679/Northbrook-Court-Kiosk>) to submit a permit application and verify the code requirements. Also submit a location plan, elevations, and the electrical plan as part of the permit application. Submissions must be turned in by hand to the Village Hall, 1225 Cedar Lane. Please reach out to Jackie Clawson at (847) 664-4054 for any questions related to permanent kiosk permits.
- 2) Is it a kiosk that has previously been built by Northbrook Court? Please reach out to Kevin Frangiamore ([kevin.frangiamore@northbrook.il.us](mailto:kevin.frangiamore@northbrook.il.us)) for an inspection by the Fire Department, and please submit a map showing the location of the kiosk.
- 3) Is it a kiosk previously built by Northbrook Court, and only for temporary (no more than 180 days) use? Reach out to Kevin Frangiamore for inspection/ submit a map of the location. A Kiosk application with Development and Planning is NOT needed for a temporary use.