

GUIDE TO OPENING A RESTAURANT IN NORTHBROOK



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Table of Contents

1. Introduction & Overview
2. Planning & Zoning Development Process
 - a. Zoning
 - b. Rezoning
 - c. Special Permits
 - d. Variations
3. Village Licenses & Registration
 - a. Business License & Registration
 - b. Liquor License
 - c. Outdoor Seating Area License
 - d. Restaurants, Food or Vending Machine Permit
 - e. Tobacco License
 - f. Vehicle License for Business-Owned Vehicles
4. Local Taxes Pertaining to Restaurants
 - a. Admissions & Entertainment Tax
 - b. Property Tax
 - c. Sales Tax
 - d. Telecommunication Tax
 - e. Utility Tax
5. Utilities
 - a. Water/Sanitary Sewer
 - b. Sanitation/Recycling
 - c. Natural Gas
 - d. Electricity
 - e. Telephone
 - f. Internet
 - g. Cable Service
6. Building Design, Permits & Construction
 - a. Design Review
 - b. Building Permits
 - c. Plumbing, Electrical or Heating Permits
 - d. Fire Alarm & Fire Sprinkler Permits
 - e. Parking Lot Improvement Permits
 - f. Sign Permits
 - g. Buffers & Landscaping (Site Design)
7. Sanitation & Life Safety Inspections
8. Certificate of Occupancy & Useful Contact Information



INTRODUCTION

Welcome to the Northbrook business community!

The Village of Northbrook welcomes your interest in opening a new food service establishment or purchasing an existing food service establishment. You are joining over 70 other eating establishments in Northbrook that provide a variety of dining opportunities to Northbrook residents and visitors.



If you are considering the purchase of an existing food service establishment or food processing facility, the Village of Northbrook offers courtesy inspections to help identify facility conditions that don't meet current Village Code standards.

Though this guide does not include a complete listing of all the information relevant to operating a business, it serves as a good starting point. This guide aims to assist you in understanding the necessary steps you need to take to realize your goal of opening a food service establishment in the Village of Northbrook.



Note: Every effort has been made to ensure the accuracy of this information. It should not be construed as a legal document and should not take the place of professional advice. When in doubt, consult a professional regarding the topic in question.



Step 1

• Zoning Review & Analysis

ZONING

The Village of Northbrook has designated various areas throughout the Village as appropriate for eating and drinking establishments. These uses are allowed in the following districts.

Permitted and Special Uses by Zoning District

Code	Descriptive Text	C2	C3	C4	C5	O2	O3	O4	ICS	I1	MFRC	RLC
5812.01	Eating Places Except 5812.02,5812.03,& 5812.04	P	P	P	P	P	P	P	S	S	S	S
5812.02	Live Entertainment Accessory To Permitted Eating Places	P	P	P	P	P	P	P	S	S	S	S
5812.03	Outdoor Seating Accessory To Permitted Eating Places	P	P	P	P	P	P	P	P	P	P	P
5812.04	Carry-Out Eating Places	P	P	P	P	S	S	S	S	S	S	S
5812.05	Caterers For Food Service, Off-Premises								P	P		
5813.01	Drinking Places Accessory To Permitted Eating Places	P	P	P	P	P	P	P	S	S		S
5813.02	Drinking Places Accessory to Permitted Eating Places with Live Entertainment	S	S	S	S	S	S	S	S	S	S	S
9980.00	Accessory Drive-Through Facilities	S	S	S	S	S	S	S			S	S

P – Means the use is permitted, or allowed by right, and does not require special Village Board zoning approval.

S – Means the use is allowed by special permit, which requires review by the Plan Commission and approval by the Village Board



Consider contacting the Economic Development Coordinator in the Development & Planning Services Department at (847) 664-4050 to schedule a consultation to discuss your business interest within the Village of Northbrook.

When looking for a restaurant location, it is suggested that these areas be considered first. The Development & Planning Services Department supplies general information on zoning. Most information is available over the phone or in person free of charge.



Contact: Development & Planning Services Department, (847) 664-4055

REZONING

In the event a food service establishment location is desired on property that is not suitably zoned, the Village may, in some cases, grant a rezoning. The Village's decision to grant a rezoning will be based on the comprehensive plan, compatibility of the proposed zone with nearby zones; the adequacy of the Village infrastructure and services in the area; and public input. The rezoning process takes a minimum of approximately 12 weeks and involves review by the Plan Commission and approval by the Board of Trustees.

Contact: Development & Planning Services Department, (847) 664-4057



Visit the Village online at www.northbrook.il.us to conduct a comprehensive property search where you can obtain your prospective site's zoning classification. Just enter an address in the "Property Search" toolbar to get started!

SPECIAL PERMIT USE

Each zoning district contains a list of permitted and conditional land uses that may be established on a property if the zoning requirements, such as building height and parking spaces, are adhered to. Each zoning district also contains a list of special permit uses. Special permit uses are not permitted by right in a zone, but after review by the Plan Commission and Board of Trustees, they may be allowed if there are no negative impacts on nearby properties or if any negative impacts may be ameliorated. If a special permit is needed, the Development & Planning Services Department should be contacted for a consultation. The process requires a public hearing before the Plan Commission and can take several weeks to months.

Contact: Development & Planning Services Department, (847) 664-4057

VARIATIONS

Each zoning district contains a set of maximum limitations (e.g. fence height, allowable functional signs, etc.) and minimum requirements (e.g. number of parking spaces, yards, building setbacks, etc.) The Zoning Code allows an applicant to request a variation of certain of these requirements. If requesting only a variation, the request is presented before the Zoning Board of Appeals and this process can take a couple of months. If requesting a variation in addition to a rezoning or special permit, those variation requests are presented to the Plan Commission and Board of Trustees (see rezoning and special permit).

Contact: Development & Planning Services Department, (847) 664-4055

PARKING REQUIREMENTS

The Zoning Code requires a specific number of parking spaces based upon the type of use. For instance, a general office or retail space requires 1 parking space per



250 square feet of net floor area, while a restaurant requires 1 space per 2 employees, PLUS 1 space per three seats. When converting a retail/office space to a restaurant space or even an existing restaurant space to a new restaurant space, you will need to make sure that the site will continue to meet the Village's minimum parking requirements for your restaurant.

Contact: Development & Planning Services Department, (847) 664-4055

Step 2

• Business License, Registration & Taxes

BUSINESS LICENSE

The Village of Northbrook requires eating and drinking places to get a business license from the Village. Contact the Village Clerk to find out which businesses are required to obtain a license. Employers with employees, business partnerships, and corporations, must obtain an Employer Identification Number (EIN) from the U.S. Internal Revenue Service. The EIN is also known as an Employer Tax ID and Form SS-4. Also, businesses that operate within Illinois are required to register for one or more tax-specific identification numbers, licenses or permits, including tax withholding, sales and use tax (seller's permit), and unemployment insurance tax. Contact the Illinois Department of Revenue for more information about business registration and your tax obligations. Please allow six to eight weeks for processing of the federal and/or state business tax registrations.

Contact: Village Clerk's Office, (847) 664-4013
U.S. Internal Revenue Service, (800) 829-4933
Illinois Department of Revenue, (800) 356-6302



The Village encourages you to be mindful of federal, state, and local business registration requirements. Consider filing concurrently with these agencies, as some registrations may take up to eight (8) weeks for processing.

LIQUOR LICENSES

Restaurants involved in the sale of alcoholic beverages must secure a liquor license. Prior to the issuance of a license, specific requirements must be met. A checklist of village requirements specific to liquor licenses can be obtained from the Village Clerk.

Contact: Village Clerk's Office, (847) 664-4013

OUTDOOR SEATING AREA LICENSE



An annual license is required to operate any outdoor seating area accessory to a restaurant.

Contact: Village Clerk's Office, (847) 664-4013

RESTAURANT, FOOD, OR VENDING MACHINE

A permit is required for any kind of food-related business, including grocery stores, restaurants, food carts, catering, certain home-based products, and vending machines. The Village Clerk's Office processes the permits for food carts, catering, and vending machines, while the Development & Planning Services Department processes all other food-related business permits. Building and equipment plans must be received and approved by the Development & Planning Services Department before construction or remodeling occurs. Food operation licenses are nontransferable; therefore, a new permit must be obtained if there is a change in ownership and/or change of location. After a permit has been issued, the Development & Planning Services Department conducts semi-annual inspections. An annual license renewal fee is required.

Contact: Development & Planning Services Department, (847) 664-4050
Village Clerk's Office, (847) 664-4013

TOBACCO LICENSE

A cigarette permit is required to sell cigarettes. The application is available online or at the Village Clerk's Office.

Contact: Village Clerk's Office, (847) 664-4013

VEHICLE LICENSE FOR BUSINESS-OWNED VEHICLES

All motorized vehicles owned by a business having its principal place of business in Northbrook must annually apply for a vehicle license for each motorized vehicle.

Contact: Finance Department, (847) 664-4171

LOCAL TAXES

ADMISSIONS & ENTERTAINMENT TAX

The Village of Northbrook collects an admissions and entertainment tax (\$0.25 per ticket of admission) on any theatrical, dramatic, musical or spectator performance, show, motion picture, flower, art exhibit, animal, circus or similar live recorded entertainment, except athletic events, for which an admission fee is charged and which is exhibited or staged in the village. Collection and reporting of this tax is handled by the Village Finance Department.

Contact: Finance Department, (847) 664-4030



PROPERTY TAX

In Northbrook, a property tax is levied on all real property. Property taxes are payable in two equal installments, the first due in March, the second in September for taxes assessed the previous year. Several entities receive a portion of the property tax. They include, but are not limited to, the local school districts, park district, library district, county, and village. The Cook County Assessor's Office determines the property assessment for tax purposes, and the Cook County Treasurer collects the property tax.

Contact: For property assessment – Cook County Assessor's Office, (312) 443-7550

Contact: For property tax payments – Cook County Treasurer's Office, (312) 443-5100

SALES TAX

Sales tax on food and beverages sold at restaurants in the Village of Northbrook is 9.75%. The Village's portion is 1.75%, the remainder goes to other taxing districts. Collection and reporting of sales tax is handled by the Illinois Department of Revenue.

Contact: Illinois Department of Revenue, (800) 732-8866 or (217) 782-3336

TELECOMMUNICATION TAX

The Village collects a telecommunication tax on both telephone land lines and cell service lines. The Village's current tax rate is 6% on gross charges by telecommunication retailers. In addition to the Village tax rate, the State of Illinois also has a telecommunication tax rate of 7% on gross charges by telecommunication retailers. Collection and reporting of the telecommunication tax is handled by the Illinois Department of Revenue.

Contact: Illinois Department of Revenue, (800) 732-8866 or (217) 782-3336

UTILITY TAX

The Village of Northbrook collects tax on natural gas and electricity. The gas tax is 2% of gross receipts. The electricity tax is based upon the amount of kilowatt hours used or consumed in a month. It ranges from .222 cents per kilowatt hours for the first 2,000 kilowatt hours to .109 cents per kilowatt hours over 20 million kilowatt hours. Your gas provider and electricity provider collect the tax, which is then forwarded to the Village.

Contact: Finance Department, (847) 664-4030

LOCAL UTILITIES

WATER/SANITARY SEWER

The Village of Northbrook supplies water and sanitary sewer service to businesses within the village limits. To order new service for an existing line, contact the



Finance Department. A registration card and commercial deposit are required before service can begin.

When new water lines and sewer lines are involved, the contractor obtains a plumbing permit and sets up a billing account for water and sewer service. Applications are required for water and sewer connections through the Development & Planning Services Department.

Water leaks and sanitary sewer backups should be reported to the Public Works Department. Department personnel will determine the location of the leak or obstruction. The property owner is responsible for the repair costs of service line leaks from the water main/sanitary sewer line connection to and within the property and structure. For questions concerning excessive water usage and billing, contact the Finance Department

Contacts: Public Works Department, (847) 272-4711
Finance Department, (847) 664-4171
Development & Planning Services Department, (847) 664-4050

SANITATION/RECYCLING

Sanitation and recycling collection for businesses located in Northbrook is provided by a competitive bid process under which up to six firms are granted business licenses to solicit and perform scavenger services for Northbrook businesses. The business licenses are reviewed annually.

Contact: General Government, (847) 664-4019

NATURAL GAS

Nicor Gas provides natural gas service to businesses in Northbrook. Contact them regarding hook-up for either a new building or existing address.

Contact: [Nicor Gas](#)
Emergency: (888) 642-6748
New Construction: (800) 427-6228

ELECTRICITY

Commonwealth Edison provides the electricity distribution network to businesses in Northbrook. Contact them regarding hook-up for either a new building or an existing address.

Contact: [Commonwealth Edison](#):
Emergency: (800) 334-7661
Business Customers: (877)426-6331

TELEPHONE

A number of companies can provide land line telephone services to business in Northbrook; they include but are not limited to the following:

Contact: AT&T, General Service – (800) 661-2705, www.att.com



24-hour Repair - (800) 727-2273
Comcast, (800) 266-2278, www.comcast.com

INTERNET SERVICE

A number of companies provide internet services to businesses in Northbrook; they include but are not limited to the following:

Contact: AT&T, General Service – (800) 661-2705, www.att.com
24-hour Repair – (800) 727-2273
Comcast, (800) 266-2278, www.comcast.com

CABLE SERVICE

The following two companies provide cable/digital TV services to most business areas in Northbrook:

Contact: AT&T, General Service – (800) 661-2705, www.att.com
24-hour Repair – (800) 727-2273
Comcast - (800) 266-2278, www.comcast.com

Step 3

• Building Design, Permits & Construction

DESIGN REVIEW

Most alterations to the exterior of structures or to site improvements in the downtown area (Village Green Overlay District) require review by the Architectural Control Commission and approval by the Board of Trustees. Depending upon the size or complexity of the proposed changes this process can take from one to several months. If you are interested in developing a new site or conducting a significant alteration of an existing commercial space, please view our Construction

Contact: Development & Planning Services Department, (847) 664-4057



Download and view the Village's Food Service Design & Construction Manual to learn about food service establishment building design and construction requirements to meet the standards of the Northbrook Health Department.

BUILDING PERMIT

Most physical changes to a restaurant space require a building permit. A building permit is required for any new construction, addition, remodeling, any change in use, signage, etc. A demolition permit is required for the demolition of part or all of a structure. At the issuance of the permit, a permit fee will be collected.



Village staff reviews development and buildings plans to ensure compliance with the following local, state, and national standards:

- Northbrook Municipal Code
- Northbrook Comprehensive Plan – 2010
- Northbrook Zoning Code – 1988, as amended
- Northbrook Subdivision & Development Code
- Northbrook Standards & Specifications for Public & Private Improvements – 1990, as amended.
- 2006 International Building Code with local amendments
- 2006 International Plumbing Code with local amendments
- 2011 National Electric Code with local amendments
- 2004 State of Illinois Plumbing Code with local amendments
- 2006 International Mechanical Code with local amendments
- 2006 International Fuel Gas Code with local amendments
- 2006 International Property Maintenance Code with local amendments
- 2009 International Energy Conservation Code
- 2006 International Fire Code with local amendments
- 1997 Illinois Accessibility Code
- 2008 Illinois Food Sanitation Code

Contact: Development & Planning Services Department, (847) 664-4050

PLUMBING, ELECTRICAL, OR HEATING PERMITS

Most plumbing, electrical, and mechanical changes to a building require a permit. For example, service panel upgrades, new HVAC equipment, or bathroom upgrades will require a permit. A permit fee is collected when the permit is issued.

Contact: Development & Planning Services Department, (847) 664-4050



Projects that do not require a building permit still require a Life Safety Inspection in order to receive a business license. You may contact the Development & Planning Services Department to schedule an inspection at (847) 664-4050.

FIRE ALARM & FIRE SPRINKLER PERMITS

All sprinkler and fire alarm installation or modification/addition to existing systems require a permit. Many times when a building permit is applied for sprinkler and/or fire alarm permits will also be warranted. The comment section in the approval letter for the building permit will confirm if these permits will be required. These permit applications take 10 business days per review.

Contact: Fire Department, (847) 664-4501



PARKING LOT IMPROVEMENT PERMITS

Whether you are just re-stripping/re-surfacing your lot, or planning other improvements to your parking areas, the Village and State of Illinois have governing regulations that you need to be aware of and permits need to be obtained prior to the work taking place. A permit fee is collected when the permit is issued.

Contact: Development & Planning Services Department, (847) 664-4050.

TREE REMOVAL PERMIT

Prior to removing a tree 6-inches or larger in diameter at 4.5 feet off the ground, one must submit a tree removal permit application for approval.

Contact: Development & Planning Services Department, (847) 664-4050

SIGN PERMIT

Most signs for a restaurant visible to the public from a street or public right-of-way require a sign permit. A sign permit is required for any new signs or any change in the face or structure of an existing sign. A few types of signs do not require a permit, although the size and placement of the size may be regulated.

Temporary signs and banners for special events placed on the exterior of the building or on the property also require a sign permit. Certain types of signs, such as roof signs and swinging signs, are prohibited.

General sign regulations for signs common to a restaurant are as follows:

Wall Sign – Cannot exceed 100 square feet per sign face or covering more than five percent (5%) of the wall to which it is affixed, whichever is less. The top of the sign can be no higher than 20 feet from grade.

Awning, Canopy, and Marquee Sign – Cannot exceed 100 square feet per sign face, No sign identifying an individual tenant of a multi-tenant building shall cover more than five percent (5%) of the wall to which it is affixed. The top of the sign can be no higher than 20 feet from grade.

Ground Sign – Cannot exceed 100 square feet per sign face, nor more than 200 square feet total. The top of the sign can be no higher than 8 feet from grade, and the sign must be setback 15 feet from the front property line and 6 feet from all other lot lines.

Pylon Sign – Cannot exceed 100 square feet per sign face, nor more than 200 square feet total. The top of the sign can be no higher than 20 feet from grade, and the sign must be setback 6 feet from all lot lines.

Temporary Window Signs – Do not require a permit; however, the aggregate area of all such signs shall not exceed fifty percent (50%) of the area of the window in which they are exhibited nor block any window area required for



light, ventilation or emergency exit by any applicable Code. No such sign shall be illuminated.

Note: There may be additional limitations and exceptions to the above standards depending upon the zoning district in which the site is located.

At the issuance of the permit, a permit fee will be collected.

Contact: Development & Planning Services Department, (847) 664-4055

BUFFERS & LANDSCAPING (SITE DESIGN)

The Village's Zoning Code provides guidelines for appropriately buffering and landscaping specific site elements, regardless of whether there is construction or repurposing of a property for restaurant use. Some important site design elements to be mindful of include, among others:

Parking Lots – All parking lots located in an office, commercial or industrial district shall be screened from view at a height of no less than four (4) feet above grade

Refuse Containers; Outdoor Storage – All refuse containers and all areas of permitted outdoor storage shall be enclosed by a screening fence, wall or densely planted hedge of a height sufficient to screen such containers.

Roof Top Mechanical Equipment – Except for antennae mounted on roofs, all mechanical equipment located on the roof of any building shall be screened by a parapet wall or other structure constructed of materials compatible with the principal building.

For additional buffer and landscape requirements, please view the Village's Zoning Code.

Contact: Development & Planning Services Department, (847) 664-4050

Step 4

• Sanitation and Life Safety Inspections

The Village's Environmental Health Division within the Development & Planning Services Department conducts a health review for all new buildings, additions and alterations, and building permits related to food service establishments. The Village Sanitarian reviews plans and buildings per the 2008 Illinois Food Sanitation Code.



If you are a prospective purchaser of a retail food service establishment, the Village Sanitarian is available to schedule a walkthrough of the location or a consultation prior to plan submittal to advise what tasks must be accomplished before the facility is permitted to open.

Once a food service establishment has been conducted, the Village Sanitarian will conduct periodic inspections based on the establishment's risk category. These inspections are required as part of the establishment's annual Village business licensing requirements.

Contact: Development & Planning Services Department, (847) 664-4050

Step 5

• Certificate of Occupancy & Helpful Contacts

CERTIFICATE OF OCCUPANCY

Prior to Village approval of a restaurant operation, a Certificate of Occupancy is required for any new structure, addition, or for any change in owner/operator of a restaurant space. The Certificate of Occupancy certifies that at the time of issuance, the structure was in compliance with various ordinances regulating building construction or use and the Village Zoning Ordinance. The Certificate of Occupancy is the conclusion of the building permit process, but it is also still necessary even if no building permit has been required or if a change in owner/operator of a restaurant occurred. The Building Official can issue a Temporary Certificate of Occupancy for an additional fee and for a limited time period under certain circumstances.

Contact: Development & Planning Services Department, (847) 664-4050



USEFUL CONTACT INFORMATION

Village of Northbrook

www.northbrook.il.us

Village Hall

1225 Cedar Lane 847.272.5050
Village Manager 847.664.4019
Village Clerk 847.664.4013
Development & Planning Services Department 847.664.4050
Finance Department 847.664.4030

Public Works Department

655 Huehl Road 847.272.4711

Police Department

1401 Landwehr Road 847.564.2060

Fire Department

Headquarters - Station #11 - 740 Dundee Road 847.272.2141

Other Local Resources

Northbrook Chamber of Commerce 847.498.5555
Chicago's North Shore Convention/Visitors Bureau 866.369.0011
Northbrook Public Library 847.272.6224
Northbrook Park District 847.291.2960
Northbrook Post Office 847.272.0174
Northfield Township

Utilities

Natural Gas - NICOR (www.nicor.com) 888.642.6748
Electricity - Commonwealth Edison (www.comed.com) 800.334.7661
Telephone - AT&T (www.att.com) 800.661.2705
Telephone - Comcast (www.comcast.com) 800.266-2278,
J.U.L.I.E. (www.illinois1call.com) 800.892.0123 or 811
Water Service - Northbrook Public Works 847.664.4126

Transportation

Cook County Highway Department 312.603.1601
Metra (www.metrarail.com) 312.322.6900
PACE (www.pacebus.com) 847.364.7223

State of Illinois

Attorney General www.ag.state.il.us
Commerce Commission www.icc.illinois.gov
Dept. of Agriculture www.agr.state.il.us
Dept. of Commerce & Econ. Opportunity www.commerce.state.il.us
Dept. of Employment Security www.ides.state.il.us
Dept. of Labor www.state.il.us/agency/idol
Dept. of Professional Regulation www.dpr.state.il.us
Dept. of Revenue www.revenue.state.il.us
Dept. of Transportation www.dot.state.il.us
Environmental Protection Agency www.epa.state.il.us
Industrial Commission www.state.il.us/agency/iic
Secretary of State www.sos.state.il.us
State of Illinois www.illinois.gov

Federal Agencies

Americans with Disabilities Act www.ada.gov
Census Bureau www.census.gov
Consumer Product Safety Commission www.cpsc.gov
Dept. of Commerce www.commerce.gov
Dept. of Labor www.dol.gov
Dept. of State www.state.gov
Federal Government directory www.usa.gov
Economic Development Administration www.eda.gov
Environmental Protection Agency www.epa.gov
Internal Revenue Service www.irs.gov
Occupational Health & Safety Admin. www.osha.gov
Small Business Administration www.sba.gov
Stat-USA www.stat-usa.gov

Other Resources

American Management Association www.amanet.org
Better Business Bureau www.bbb.org
Center for Women's Business Research www.nfwbo.org
Dun & Bradstreet www.dnb.com
Employee Benefit Research Institute www.ebri.org
Illinois Chamber of Commerce www.ilchamber.org
Illinois Retail Merchants Association www.irma.org
National Business Association www.nationalbusiness.org
National Federation of Independent Business www.nfib.com
National Minority Business Council www.nmbc.org
National Restaurant Association www.restaurant.org
United States Chamber of Commerce www.uschamber.org

