



**ECONOMIC DEVELOPMENT**  
**HOMER GLEN**

**HOW TO OPEN  
YOUR BUSINESS IN HOMER GLEN**

Use this checklist to help guide your business opening process in Homer Glen. Some steps can flow concurrently. Please let us know how we can continue to assist you.

**Choose a Site**

\_\_\_ If you are seeking a suitable business location, contact the Village Economic Development Department for site selection assistance.

**Verify Zoning and Use**

\_\_\_ If you already have a location in mind, verify the proposed business is a permitted use for the location by emailing the Village [Planning & Zoning Department](#) or call 708-301-0632.

\_\_\_ Contact the Village Building Department to make sure your use fits with the building code. Call 708-301-1301.

\_\_\_ Negotiate and execute your lease or purchase. Include a contingency for any required Village approvals.

**Food Users**

\_\_\_ Contact the Will County Health Department for guidance and apply for your Will County food establishment permit. Visit their [Food Safety](#) webpage for inspections, licensing and permitting. Call 815-727-8490.

**Village Permitting and Business License**

\_\_\_ Apply for any necessary zoning and/or liquor license approvals.

\_\_\_ Select your design team for build out.

\_\_\_ Select your contractors.

\_\_\_ Apply for a Village Building Permit for build out involving walls, electrical and plumbing. Call 708-301-1301.

\_\_\_ All contractors and sub-contractors must register with the Village before a building permit is issued and before work can begin.

\_\_\_ Apply for a Commercial Occupancy Permit through the Building Department if making only minor/cosmetic changes (painting, shelving, bringing in furniture, etc.).

\_\_\_ Apply for your Business License with the Village Clerk. Call 708-301-0632.

\_\_\_ Complete your build out and pass final inspections by the Village's Building Department and the Fire Protection District. Receive your Certificate of Occupancy from the Village.

**Marketing and Networking**

\_\_\_ Consider joining the Heritage Corridor Business Alliance (Chamber). Visit [www.myhcba.com](http://www.myhcba.com) and call 630-257-5997.

\_\_\_ Schedule your ribbon cutting through the Village Economic Development Department. Call 708-301-0632.

**Your Business Liaison**

Contact the **Economic Development Department** early in your process for business opening services:

**Janie Patch**  
**Economic Development Director**  
[jpatch@homerglenil.org](mailto:jpatch@homerglenil.org)  
**708-301-0632**

\* Coordinates meetings with Village staff to guide your business opening including Village permits and approval process.

\* Offers customized site selection assistance using an inventory of available spaces and properties, a one-stop resource for location options.

\* Provides business planning resources, demographic and trade area information and business marketing resources.

\* Arranges your ribbon cutting event.

\* Provides ongoing business liaison support once your business is operating. Contact us anytime.

**One-Stop Resource for Location Options**

The Village maintains a comprehensive list of location options. Visit [the Available Commercial Spaces and Properties Inventory](#) on the Village website.

**Zoning and Development Resources**

[Connect](#) with the Village Planning and Zoning staff and relevant resources including the Zoning Code, the Comprehensive Plan, the Village Code and the Development Handbook.