

# **New Business Guide for the Village of Antioch**

## **Local Village of Antioch Requirements**

### **Select a site**

Contact the Community Development Director at 847-395-1000 for assistance in finding a location for your business, or visit our website at <http://www.antioch.il.gov> for a list of available retail locations.

### **Check the Zoning**

To be sure your location is zoned for the type of business you are beginning, please contact the Building and Zoning Department at 847-395-1000.

### **Schedule and Inspection**

If you are considering an existing building, call the Building and Zoning Department at 847-395-1000 to schedule an inspection to determine if the building meets current Village Codes.

### **Apply for your Building/Sign Permit**

Contact the Building and Zoning Department at 847-395-1000 to apply for the necessary permits.

### **Occupancy Permit**

An occupancy permit is required before you can open your business. Occupancy permits are issued by the Building and Zoning Department after a final inspection of the premises. You can schedule a final inspection by calling 847-395-1000.

### **Apply for a License**

Depending on the type of business you are starting, you may be required to complete a business license application. Licenses are issued for Restaurants, Food Dealers, Liquor, Taxi, and Amusement Devices. Applications are available at the Village Hall, or by visiting the website at [www.antioch.il.gov](http://www.antioch.il.gov). Liquor License Applicants must allow sufficient time for Building & Zoning Approval, State Background Checks, and Application Review before a license is issued.

### **Business Registration**

If your business does not qualify for any of the licenses stated above, you may register your business by completing the Business Registration Form available at the Village hall, or by visiting the website at [www.antioch.il.gov](http://www.antioch.il.gov). If you are unsure if your business requires a license, please contact the Village Hall at 847-395-1000.

### **Home Based Business**

If you are planning on starting a business out of your home, you must comply with the Village Code Section 10-2-1 defining a home occupation which states that:

A gainful occupation or profession customarily carried on by an occupant of a dwelling unit as a use which is clearly incidental to the use of the dwelling unit for residential purposes. The "home occupation" shall be carried on wholly within the principal building or within a building accessory thereto, and only by members of the family occupying the premises and one person outside the family. No article shall be sold or offered for sale on the premises except those produced by the occupation on the premises, and no mechanical or electrical equipment shall be installed or maintained other than such as is customarily incidental to domestic use. There shall be no exterior display, no exterior sign except as allowed by the sign regulations of the village, no exterior storage of material, no other exterior indication of the "home occupation" or variation from the residential character of the principal building, and no offensive odors, noise, vibration, smoke, dust, heat or glare shall be produced. Offices, clinics, doctors' offices, hospitals, barbershops, tearooms, restaurants, beauty parlors, dress shops, millinery shops, tourist homes, animal hospitals and kennels, among others, shall not be deemed to be "home occupations".

## **Lake County Requirements**

### **Choose a Business Name**

If you conduct business in Illinois under an assumed or corporate name, you must file for a certificate with Lake County. Lists of current business names are available at:

Lake County Clerk 847-377-2400

[www.lakecountyil.gov/countyclerk](http://www.lakecountyil.gov/countyclerk)

## **State Requirements**

### **Incorporate your Business**

To begin a Corporation or Limited Partnership, you must register with the State of Illinois at:  
Illinois Secretary of State 312-793-3380

[www.sos.state.il.us](http://www.sos.state.il.us)

### **Obtain your Sales Tax #**

If you engage in a type of retail sales business, you must have a sales tax number (either an Illinois Business Tax Number or a Retailer's Occupational Tax number). You can obtain your sales tax number at:

Illinois Department of Revenue 312-814-5258

[www.revenue.state.il.us](http://www.revenue.state.il.us)

### **State Liquor License Requirements**

To purchase or sell alcohol, you must have both a local AND state liquor license. State License Applications are available at:

Illinois Liquor Control Commission: Chicago - 312-814-2206 **OR** Springfield - 217-782-2136

[www.state.il.us/LCC](http://www.state.il.us/LCC)

## **Federal Requirements**

### **Obtain your FEIN**

Corporations and Partnerships require a Federal Employer Identification Number (FEIN). A sole proprietorship may be able to use its Social Security Number. You can obtain your FEIN at:  
Federal Taxpayer Service 800-829-1040 or seek assistance from your accountant.