



BUY BELLEVILLE FIRST

The Buy Belleville First is a collaborative effort between the City of Belleville, The Greater Chamber of Commerce, Belleville Main Street, and the citizens of Belleville to shop local. Shopping local is the best way to strengthen and sustainably grow our economy. By buying locally, we can create more jobs and retain more of the wealth of our community right here in Belleville!

Any business can participate the program by placing a Belleville First Logo in their business window and offering a discount to cardholders. The business decides the amount of discount. Just call (618) 257-7022 and a logo will be mailed to you.

A cardholder will simply show their card or app on their Smartphone to the business at check-out or before paying the bill.

The following City departments must approve every Commercial Occupancy before a permit or license will be issued. To contact these department's directly please call or visit at:

- Economic Development, Planning & Zoning, 101 South Illinois St., 2nd Floor, (618) 233-6810 Extension 1250**
- Waste Water Treatment, 450 Environmental Dr., (618) 233-7146**
- Fire Department, 1125 South Illinois St. (618) 234-2236**
- Building Department, 407 E. Lincoln St., (618) 233-6810 Extension 4243**
- City Treasurer, 101 S. Illinois St., 1st Floor, (618) 233-6810 Extension 1214**
- Mayor's Office, 101 S. Illinois St., 2nd Floor, (618) 233-6810 Extension 1207**

For general information, visit our website at www.belleville.net.

For specific questions, call our office at (618) 233-6810 Extension 1250 or email us at EDPZ@belleville.net.

General Information for Commercial Occupancy

CITY OF BELLEVILLE, ILLINOIS



**Economic Development,
Planning & Zoning
Department
101 South Illinois Street
Belleville, Illinois 62220**

**(618) 233-6810
Extension: 1250**

EDPZ@belleville.net

What should I submit?

The following applications and documents are required during submittal to begin the Commercial Occupancy process:

1. Commercial Occupancy application.
2. One hundred dollar (\$100.00) application fee.
3. Business license application.
4. Annual Business license fee (if applicable, fee varies.)
5. Site plan.
6. Lease agreement (if applicable.)
7. Sales Tax Certificate (if applicable.)

***** PLEASE NOTE*****

1. **Contact the Economic Development, Planning & Zoning Department for zoning & proposed use verification.**
2. **Submittal of application and fees does not grant permission for commercial occupancy.**
3. **All fees are non refundable.**
4. **The application of Commercial Occupancy, application fee and supporting documents must be submitted in its entirety to be accepted for processing.**
5. **The application of Commercial Occupancy and any supporting documents will expire in sixty (60) days from date of submittal.**
6. **Any outstanding debts owed to the city must be paid in full before any permits and/or licenses will be issued.**

Inspections:

- After submitting your required paperwork, the Building department will contact you within 48 business hours to set up the date and time for your inspection to take place.
- Complete all required inspections by the Fire and Building (Property, Mechanical, Electrical, and Plumbing) Departments.
- Please note that if occupancy cannot be granted after the initial inspection and re-inspection; a new application, supporting documents and filing fee must be submitted.
- After all City Code requirements have been satisfied, a permit and/or Business license may be issued.
- Occupancy of the building prior to approval of the permit is prohibited.

Business Licenses:

- City staff determine if a business license will be required.
- A Business license is granted by the Mayor and attested by the City Clerk.
- No license shall be issued for longer than one (1) year.
- Annual license fees are due before May 1 of each year or commencing the licensed activity.

Signage requirements:

- All signage must be City staff or City Council approved.
- The Area of Special Control (AOSC) is the downtown area. From 6th St. to Oak and Lincoln to B Streets. Contact the Economic Development, Planning & Zoning Department to verify AOSC address.
- All signage proposed **inside** the Area of Special Control (AOSC) must submit a Sign Installation application for Area of Special Control, \$75.00 application fee, drawings of the proposed signage and attend the Zoning Board of Appeals and City Council meetings in which the signage request will be heard. No signage can be erected until final approval is made.
- All signage **outside** of Area of Special Control (AOSC) must submit a Sign Installation application and application fee (fee varies) to the Building department. No signage can be erected until final approval is made.

**Building Department
407 East Lincoln Street
(618) 233-6810 Extension 4243**

- Reference can be made to Chapter 53 of the City's Sign Code .