

Instructions and checklist for the CERTIFICATE OF COMMERCIAL OCCUPANCY process:

Please use this document as a guide for

- New business, Relocation of existing business,
- Under new ownership of existing business, Expansion of existing business.

√	PREPARE A BUSINESS PLAN
	<ul style="list-style-type: none"> • Submit your business plan: Preparing a business plan is a very important step in creating your business. It is recommended that you submit your plan to staff but it is not required.
	<ul style="list-style-type: none"> • Resources: Belleville Chamber of Commerce - S.C.O.R.E., Selsius at Southwestern Illinois College or the Small Business Development Center at Southern Illinois University Edwardsville.

√	CONSULT WITH CITY OF BELLEVILLE
	<ul style="list-style-type: none"> • Schedule an appointment with the Economic Development, Planning & Zoning Department at (618) 233-6810 Ext. 1250 to discuss the Commercial Occupancy process and requirements.
	<ul style="list-style-type: none"> • Discuss business plan including any site improvements and proposed signage.
	<ul style="list-style-type: none"> • Discuss Business Assistance Program if requesting incentives.

√	SUBMIT NECESSARY APPLICATIONS AND SUPPORTING DOCUMENTS
	<ul style="list-style-type: none"> • Submit Commercial Occupancy application INCLUDING site plan - \$100.00 fee.
	<ul style="list-style-type: none"> • Submit Business License application – fee varies, see staff for details.
	<ul style="list-style-type: none"> • Submit Building Permit application for any building improvements - fee varies, see staff for details.
	<ul style="list-style-type: none"> • Submit a Sign Installation application – fee varies, see staff for details.
	<ul style="list-style-type: none"> • If your occupancy is within the boundaries of the Area of Special Control (<i>from 6th St. on the West, “B” St. on the North, Oak St. on the East and Lincoln St. on the South</i>) you will submit a Sign Installation application for the Area of Special Control and appear before the Zoning Board of Appeals and City Council - \$75.00 fee.
	<ul style="list-style-type: none"> • <u>Liquor sales</u>: Contact the Mayor’s office at (618) 233-6810 Ext. 1207 to submit the Liquor License application and supporting documents required – fee varies, see city staff for details.
	<ul style="list-style-type: none"> • Submit a Special Use application and appear before the Zoning Board of Appeals and City Council – fee varies, see staff for details.
	<ul style="list-style-type: none"> • Submit a copy of your Illinois Sales Tax Certificate.

√	INSPECTION APPROVAL
	<ul style="list-style-type: none"> ➤ The Fire and Building Departments will conduct a safety inspection at the location of the proposed occupancy. When the inspections have been approved by all required departments, you will be issued your permit and license (if applicable) at which time you will be allowed to occupy the premises. Please note that a fire inspection will be conducted at the premises on an annual basis – fee varies, see staff for details.
	<ul style="list-style-type: none"> • Complete any technical work listed during the inspection by the Fire and Building Departments. ALL technical work must be completed by a City of Belleville license contractor.
	<ul style="list-style-type: none"> • Complete inspection process through the St. Clair County Health Department if selling food or beverage to receive your required certificate.

√	ISSUANCE OF PERMITS AND LICENSES
	<ul style="list-style-type: none"> • The following departments must approve the Commercial Occupancy application before any permits or licenses will be issued: Economic Development, Planning & Zoning Department – zoning verification Building Department – safety inspection Fire Department – safety inspection Treasurers Department – outstanding debts owed to the city Waste Water Treatment – waste water requirements Mayor’s office – final approval
	<ul style="list-style-type: none"> • Collect your permit and license (if needed) from the Economic Development, Planning & Zoning Department.