

# DOING BUSINESS IN WINNETKA

510 Green Bay Road, Winnetka, IL 60093



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## Additional Resources

 Winnetka is on Facebook. Keep current on events and sales in the Village by "Liking" Winnetka on Facebook. Visit [facebook.com/winnetka.il](https://www.facebook.com/winnetka.il).

Also, make sure to receive the Village's monthly E-Developments newsletter by clicking "Subscribe" in the lower left corner of the Village's homepage. Subscribers to E-Winnetka must subscribe separately to E-Developments and may unsubscribe at any time.



Office of the Village Manager  
847.716.3541

April 15, 2015

On behalf of the Village Council, I am honored to welcome you to the Village of Winnetka. We believe you will find Winnetka to be a unique, unrivaled, and prosperous place to do business. One of the greatest assets of Winnetka is its residents. People from all over the world have settled here, and their unique ideas and experiences have combined to solidify a vision for this community where they have chosen to live and raise their families.

Winnetka also boasts three thriving retail commercial districts, each located in close proximity to a Metra rail station—making Winnetka easy for commuters as well as a destination for a day of shopping and walking our pedestrian friendly districts. Our businesses are known for offering a unique array of products and services, and providing outstanding customer service. The Village of Winnetka is committed to promoting our businesses that further contribute to the high quality of life for which we hold a strong reputation.

Stay up-to-date on all of the wonderful and exciting things happening in Winnetka by subscribing to E-Developments, E-Winnetka, and “liking” Winnetka on Facebook. The Village website ([villageofwinnetka.org](http://villageofwinnetka.org)) is also a source of valuable information for residents and visitors alike. Our focus and primary goal is to partner with you as you establish your business here, and to support you as your business flourishes.

Very truly yours,

A handwritten signature in black ink that reads "Robert M. Bahan". The signature is written in a cursive style with a large initial "R".

Robert M. Bahan  
Village Manager



Winnetka is strategically located within an easy drive, or rail commute, of Chicago's city center. With its significant business and cultural resources, as well as leisure time activities, Winnetka is an unrivaled place to live, work, play and shop.

The Village occupies a land area of 3.81 square miles in Cook County, Illinois. The 2010 Census showed a total Village population of 12,187—down approximately 1.87% from the 2000 population of 12,419. According to the Census, there were 4,102 households in Winnetka in 2010 and the average household size was 2.97. Winnetka's median household income is \$207,955.

Further Winnetka community and demographic information can be found on the U.S. Census Bureau, [quickfacts.census.gov/qfd/states/17/1782530.html](http://quickfacts.census.gov/qfd/states/17/1782530.html).

In the Village's 2014 Citizen Survey, 91% of respondents rated the overall quality of life in the Village as excellent or good. More than 9 in 10 said it was an excellent or good place to live or place to raise children.

## Government

The Village operates under a Council-Manager form of government. There are six operational departments: Community Development, Finance, Fire, Police, Public Works and Water & Electric.

For more information on Village programs and services, visit [villageofwinnetka.org/departments](http://villageofwinnetka.org/departments).

## Business Planning

If you are starting a new business, the State of Illinois provides a step-by-step guide, which is an excellent place to begin. The State's guide provides information, outlines and checklists that will assist you in productively utilizing your time and moving forward.

The guide can be found at: [illinois.gov/business](http://illinois.gov/business) and provides a wide range of information including various business structure options, planning, taxes, etc.

The Illinois Small Business Development Centers (SBDC, visit [illinois.gov/dceo/SmallBizAssistance/Pages/default](http://illinois.gov/dceo/SmallBizAssistance/Pages/default)) are also an excellent resource providing confidential business assistance, training and resources to start-up and existing small businesses.

To find the closest SBDC to you please visit, [tinyurl.com/SBDCnearYou](http://tinyurl.com/SBDCnearYou).

## Sites & Buildings

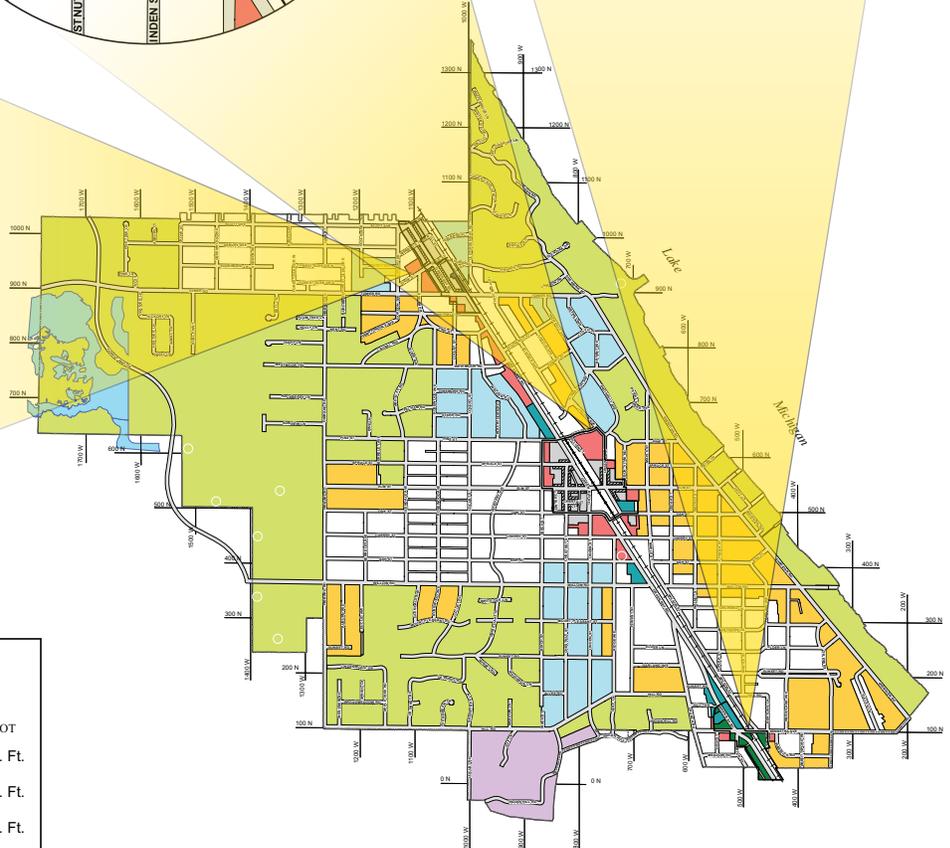
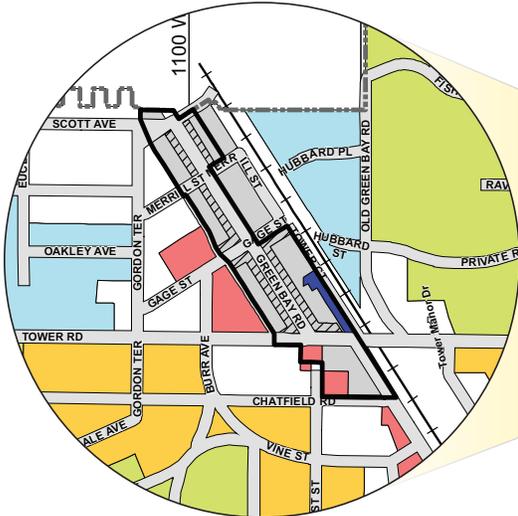
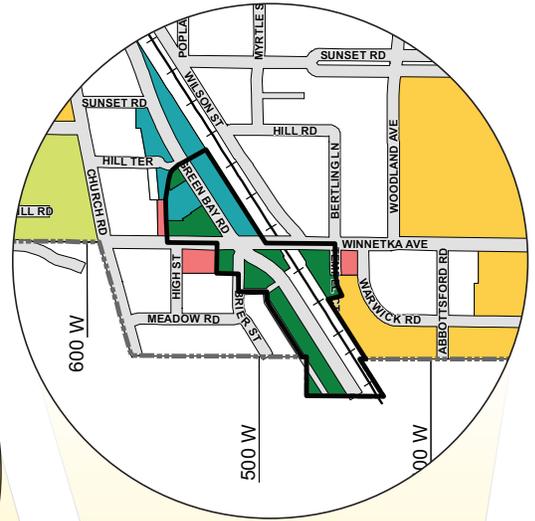
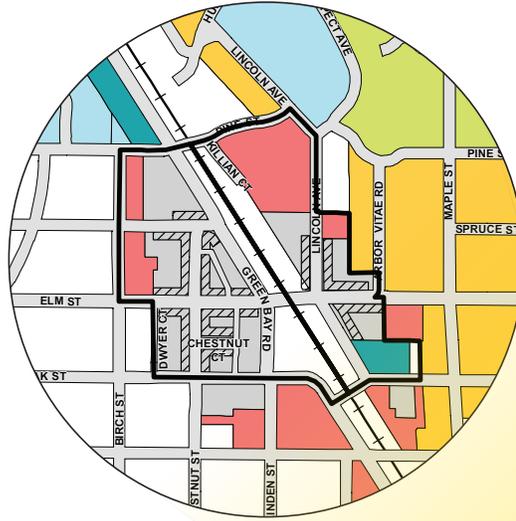
Winnetka has three separate business districts: Hubbard Woods, Elm Street, and Indian Hill. Selection of an appropriate location will depend on a variety of factors, including:

- **Zoning:** property must be properly zoned to permit business type
- **Building construction:** a building previously used as an office may require upgrades to allow a retail store, restaurant, etc.
- **Business strategy:** identify your target market and select a location convenient for your potential customers

To discuss available sites and/or building options, contact our Economic Development personnel for assistance at 847-716-3546 or [ddahl@winnetka.org](mailto:ddahl@winnetka.org).

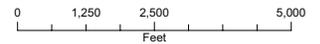
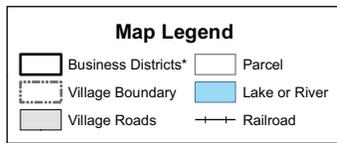
# Zoning

Our in depth zoning code information can be viewed online at [tinyurl.com/WinnetkaZoningCode](http://tinyurl.com/WinnetkaZoningCode).



| ZONING DISTRICTS LEGEND |                             |                  |                |
|-------------------------|-----------------------------|------------------|----------------|
| ZONING DISTRICT         | DESCRIPTION                 | MINIMUM LOT SIZE |                |
|                         |                             | INTERIOR LOT     | CORNER LOT     |
| R1                      | SINGLE - FAMILY RESIDENTIAL | 48,000 Sq. Ft.   | 50,400 Sq. Ft. |
| R2                      | SINGLE - FAMILY RESIDENTIAL | 24,000 Sq. Ft.   | 25,200 Sq. Ft. |
| R3                      | SINGLE - FAMILY RESIDENTIAL | 16,000 Sq. Ft.   | 16,800 Sq. Ft. |
| R4                      | SINGLE - FAMILY RESIDENTIAL | 12,600 Sq. Ft.   | 13,300 Sq. Ft. |
| R5                      | SINGLE - FAMILY RESIDENTIAL | 8,400 Sq. Ft.    | 8,900 Sq. Ft.  |
| B1                      | MULTI - FAMILY RESIDENTIAL  |                  |                |
| B2                      | MULTI - FAMILY RESIDENTIAL  |                  |                |
| C1                      | LIMITED RETAIL COMMERCIAL   |                  |                |
| C2                      | GENERAL RETAIL COMMERCIAL   |                  |                |
| C2                      | RETAIL OVERLAY              |                  |                |
| D                       | LIGHT INDUSTRIAL            |                  |                |

SCALE: 1" = 1000'  
 Note: Parcel Lines as depicted are an approximation of actual parcel size and shape.  
 Published by: Village of Winnetka  
 February 13, 2013



State Plane Nad 83 Illinois East  
 February 5th, 2014 LLR 2014\_Zoning

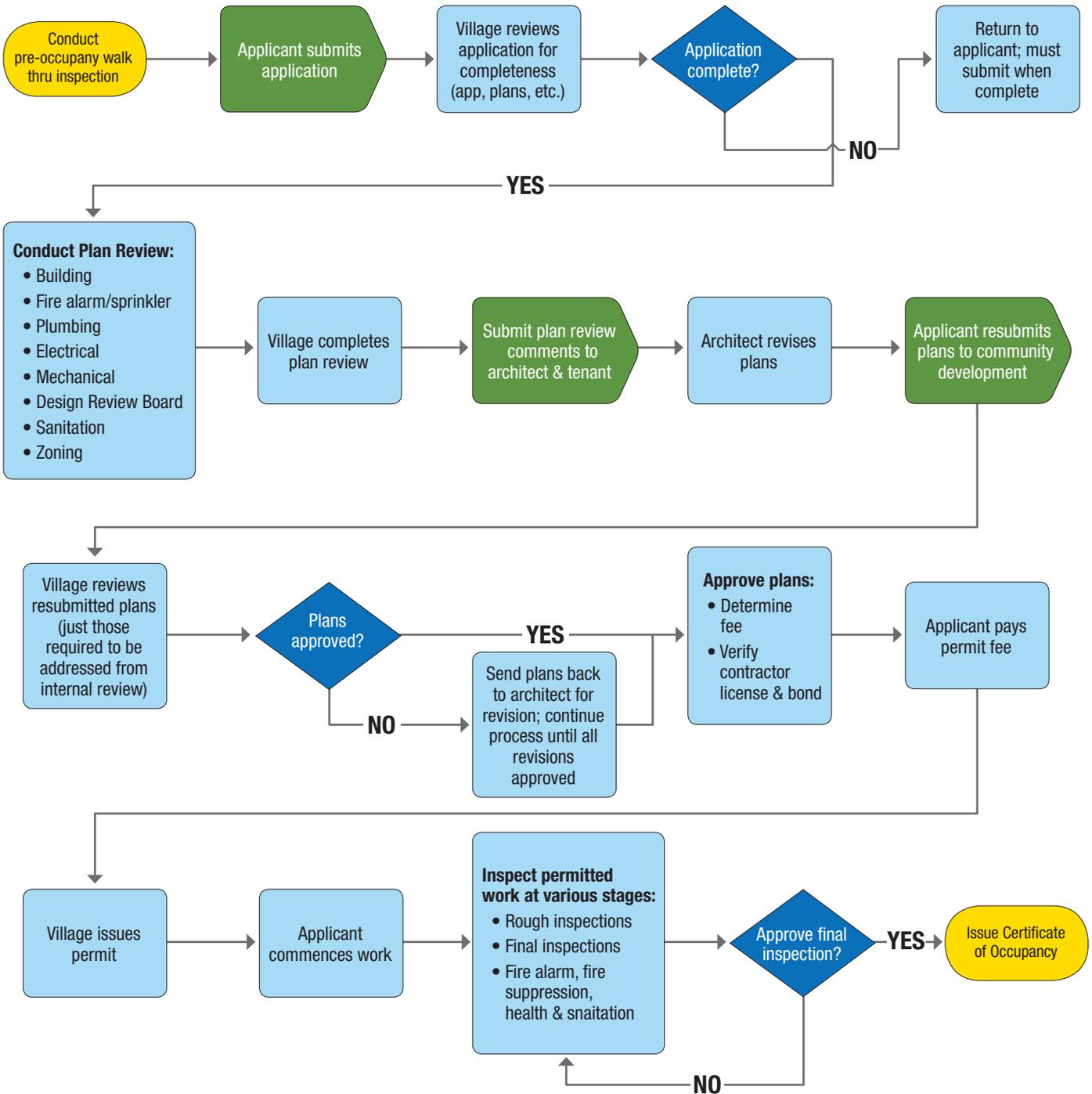
\*Please refer to the attached Business District map for more detailed zoning information for the business district areas.

Data Source: Village of Winnetka, Cook County

# License & Permits

## Village Commercial Building Permit Process

The following is a flow chart identifying the steps involved with obtaining a building permit. Please note that priority is given to commercial building permits.



In order to expedite the building permit process it is highly recommended that prior to leasing space you contact the Community Development Department to schedule a “Pre-Lease Walk-Thru” inspection. The purpose of this is to identify any significant building code issues, either existing or potentially created based on the proposed occupancy.

**Do I need a permit?**

If you aren't sure whether or not your project needs a permit, review the following form, [tinyurl.com/DoINeedAPermit](http://tinyurl.com/DoINeedAPermit).

**Do I need a Certificate of Appropriateness of Design?**

In accordance with the Winnetka Village Code [Section 15.40.010], a Certificate of Appropriateness of Design is required when work to be performed affects or involves an external architectural feature of a building, structure or site, whether or not such work requires a building permit. An application can be found at by visiting, [tinyurl.com/CertificateOfAppropriateness](http://tinyurl.com/CertificateOfAppropriateness).

**Need to apply for a building permit?**

You can view and print the form by visiting, [villageofwinnetka.org/assets/1/21/Building\\_Permit\\_Application.pdf](http://villageofwinnetka.org/assets/1/21/Building_Permit_Application.pdf).

**How much will a permit cost?**

The cost of a building permit varies—depending on the type of building and construction. Following is a permit fee listed, based on the type of permit.

| Permit Type         | Fee  | Permit Detail                   |
|---------------------|--|---------------------------------|
| Fence               | \$65                                       |                                 |
| Shed                | \$30/\$1,000 of construction cost          | \$70 minimum                    |
| Impermeable Surface | \$75                                       | Driveway, sidewalks, patios     |
| Remodeling          | \$30/\$1,000 of construction cost          |                                 |
| New Construction    | \$1.30/square foot of new gross floor area |                                 |
| Plumbing            | \$70/5 plumbing fixtures                   | Over 5, additional \$10/fixture |
| Electric Service    | \$9,800 (200 amp service)                  | \$18,000 (400 amp service)      |
| Furnace and AC      | \$70 base fee                              | Additional \$90 per unit        |
| Deck                | \$30/\$1,000 of construction cost          |                                 |
| Pool                | \$515                                      |                                 |
| Roofing             | \$65                                       |                                 |

*\*\*Fee schedule adopted January 1, 2015. This fee list is updated annually by resolution, following adoption of the Village Budget. Please contact Community Development for current fees and clarification at 847-716-3576.*

**What other permits might be required?**

- **Signs & Awnings:** All commercial awnings and signs are subject to review by the Village Design Review Board, in order to maintain consistency with the Commercial Area Design Guidelines.
- **Interior Building Modifications:** Many business occupancies do not involve major construction activity, however, a large number will involve interior remodeling or modifications to building systems. Any interior modifications that include removal, construction or relocation of walls, ceilings, floors, stairways, doors, or windows will require a building permit. Similarly, any work associated with water, electrical, mechanical, and sewage disposal systems require permits to assure Code compliance.

## Food Service

### Do I need a business license?

The Village of Winnetka currently does not require a business license filing; however, if your enterprise involves food and/or liquor there is a required licensing process you must go through.

- **Food License Process:** Businesses intending to sell or service food and/or drink items are subject to compliance with health and sanitation requirements. The Village employs a licensed Sanitarian to administer standards and code requirements. Licenses for both food dealers and restaurants are available for download on the Village website at: [villageofwinnetka.org/documents/?CategoryId=4](http://villageofwinnetka.org/documents/?CategoryId=4).
- **Beer, Wine & Liquor Sales:** Businesses which intend to sell or serve beer, wine, or liquor are subject to compliance with the Village's liquor control requirements. Detailed information on the classes of licenses as well as the application are available from the Police Department or on the Village's website at: [villageofwinnetka.org/documents/?CategoryId=8](http://villageofwinnetka.org/documents/?CategoryId=8).

## Utilities

### How do I apply for water and/or electric services?

Contact the Finance Department at 847-446-9550 for an application for service. The Village must verify your identity in order to provide service, so you will be asked to show a government-issued photo I.D. in order to establish service.



The Village will accept a photocopy of your out-of-state photo ID if you are new to Illinois. Additional water and electric information is available by visiting, [villageofwinnetka.org/departments/finance/utility-services](http://villageofwinnetka.org/departments/finance/utility-services) or by calling 847-446-9550.

### Additional utility information:

|   |                                       |                |
|---|---------------------------------------|----------------|
| Cable Television:                                 | Comcast: .....                        | 866-594-1234   |
| Water & Electric service,<br>Village of Winnetka: | Request service: .....                | 847-446-9550   |
|   | Billing: .....                        | 847-446-9550   |
|   | Report emergency: .....               | 847-501-2531   |
| Sanitary Sewer, Village of Winnetka:              | .....                                 | 847-716-3530   |
| Natural Gas:                                      | North Shore: .....                    | 866-556-6004   |
|   | Northern Illinois (Indian Hill only): | . 847-490-8900 |

## Taxes

Relevant tax rates can be viewed via the State of Illinois Revenue Department's web site, [revenue.state.il.us/TaxRates/](http://revenue.state.il.us/TaxRates/).

The Village collects and administers a variety of taxes to fund services provided to residents and visitors. Local taxes include:

- Sales Tax- **8.00%**
- Home Rule Sales Tax- None
- Telecommunications Local Tax- **6%**
- Food & Beverage Tax- None
- Real Estate Transfer Tax- None
- Property Tax- **1.162** of property equalized assessed valuation

## Contacts

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|  |                |
|--|----------------|
| General Department Information & Assistance.....         | (847) 716-3527 |
| Building Inspections, Permits & Plan Review.....         | (847) 716-3520 |
| Building Codes.....                                      | (847) 716-3528 |
| Code Enforcement Inspector.....                          | (847) 716-3521 |
| Commercial Development and Permitting.....               | (847) 716-3526 |
| Commercial Design & Architectural Review .....           | (847) 716-3522 |
| Electrical Codes .....                                   | (847) 716-3524 |
| Economic Development .....                               | (847) 716-3546 |
| Food Service & Sanitation.....                           | (847) 716-3527 |
| Historic / Landmark Preservation .....                   | (847) 716-3525 |
| Land Use / Planning.....                                 | (847) 716-3522 |
| Plumbing Codes.....                                      | (847) 716-3523 |
| Pre-lease Walk-Thru Inspection.....                      | (847)716-3520  |
| Sign and Awning Permits & Code Requirements .....        | (847) 716-3522 |
| Zoning District Verification & Maps .....                | (847) 716-3527 |
| Zoning Code assistance & Zoning Variation requests ..... | (847) 716-3525 |

## Getting to Know Business Development

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The Village of Winnetka, through its business development program, recognizes and supports current businesses, as well as welcomes new businesses, that promote the economic viability, environmental sensitivity, and cultural richness conducive to a vibrant, healthy economy.

The Village website is the place to get to know more about business development's current activities, such as:

- E-Developments Newsletter
- Available Sites Database
- Business and Shopping Promotion
- Transportation and Parking Information

**Contact:** Denise Dahl, Economic Development Coordinator  
847-716-3546 or [ddahl@winnetka.org](mailto:ddahl@winnetka.org)

