



2016 Guide to Opening Your Business in the City of Edwardsville

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Department of Economic
and Community Development
118 Hillsboro Ave.
Edwardsville IL 62025
618-692-7533

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Director
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STEPS TO OPENING YOUR BUSINESS IN EDWARDSVILLE

Thank you for considering Edwardsville as the home for your business. The Economic Development Department works to ensure a pro-business climate that encourages our existing industries to grow and expand, and to attract new businesses to invest in our community.

Contact our office for assistance in opening or expanding your business. We can help with information regarding:

- Demographics
- Financing Options
- Tax Rates
- School District Statistics

Available sites can be viewed online at: www.cityofedwardsvilleecondev.com/sites-building/

Or call 618-692-7533 for assistance in finding the right place for your business.

LOCATION SELECTION DETERMINE THE ZONING

The Planning and Zoning Division is a one-stop shop for assisting you in obtaining your certificate of occupancy, permitting, and signage.

Before you select a location for your business, it is very important to verify the zoning classification of the property and to determine if the use is appropriate in the zoning district. To verify zoning, or to discuss changes in zoning, please contact the Planning & Zoning Division at 618-692-7535.

In some cases, conditional use permits or, in cases of new construction, a change in use, or expansion of an existing building, site plan approval by the Zoning Board of Appeals may be required. Also, if the property is located within one of the historic districts, a Certificate of Appropriateness from the Historic Preservation Commission may be required if changes to the exterior are proposed. Please contact the Zoning and Planning Division at 618-692-7535 for more details. The City's Code of Ordinances can be found at www.cityofedwardsville.com/

BUILDING PERMITS

If construction, alteration, or change of use is proposed for a building, a building permit is usually required. It is recommended that a Pre-design Conference be scheduled to allow the business owner to discuss with City officials building code requirements for a proposed project. Please contact us at 618-692-7533 for details.

For a building permit for new commercial construction, the City suggests a Planning Meeting to ensure the plans meet building, fire, and zoning code requirements.

[Commercial Building Permit Application](#)
[Building Permit Q & A Booklet](#)

INSPECTIONS

Once work is completed, call Public Works at 618-692-7535 for required inspections.

CERTIFICATE OF OCCUPANCY

Before any business can occupy a property or open for business in Edwardsville, a Certificate of Occupancy must be obtained. Please contact Public Works at 618-692-7535 to begin the process to receive a Certificate of Occupancy. The certificate is only issued after completion of construction by permit.

BUSINESS REGISTRATION

Per City Ordinance, anyone doing business in the City of Edwardsville must have a business registration. To register your business, you need to visit the City Clerk/Collector's Office on the first floor of City Hall or call 618-692-7514.

The following items are required to register your business:

Date of Illinois Secretary of State Registration

State sales tax number, if required by the State, from the Illinois Department of Revenue:
www.revenue.state.il.us/businesses/register.htm

FOOD ESTABLISHMENT PERMIT

All restaurants and/or establishments involved in food preparation need to submit plans to and pass inspection by the Madison County Health Department, 618-296-6060. www.madisonchd.org

OUTDOOR/CAFE SEATING

Outdoor dining areas on a public sidewalk requires a Sidewalk Café Permit. For more information, please contact the Economic/Community Development Department at 618-692-7533. Application can be downloaded at: [Sidewalk dining application.pdf](#).

LIQUOR LICENSES

The Mayor is the Liquor Commissioner for any business or organization within the corporate boundaries of the City of Edwardsville. The City Clerk's Office issues liquor licenses (upon authorization by City Council).

License fees are based on classification as per the Codified Ordinances of the City of Edwardsville.

Liquor licenses and bonds are renewed annually. All applications must be submitted 8 weeks prior to license approval.

You will need to obtain a total of three (3) liquor licenses: State, County, and City. For more information on liquor licenses, please call the Clerk's Office at 618-692-7500. You can also download the application on the City's website at [Liquor License Application \(2015\)](#).

TOBACCO LICENSE

You will need to obtain a tobacco license if you intend to offer for sale any cigarette, cigar and/or tobacco products. For more information regarding a tobacco license, please call the Clerk's Office at 618-692-7500. You can also download the application on the City's website at [Tobacco License Application \(2015\)](#).

SIGNAGE

Permits for permanent signage and temporary signs are required and are issued by the Planning and Zoning Department. Please call Planning and Zoning at 618-692-7535 to discuss allowable signage for your business. The following links will assist you with the appropriate signage.

[Sign Permit Application Permanent](#)

[Sign Permit Application Temporary or Promotional](#)

RESOURCES

Madison County Employment and Training Department www.co.madison.il.us/

Contact: David Stoecklin, Executive Director
101 E. Edwardsville Road, Suite 1302, Wood River, IL 62095
Phone: 618-296-4445 dstoecklin@co.madison.il.us

Southern Illinois University Edwardsville
Small Business Development Center (SBDC)

SBDC provides resources and information to Southwestern Illinois entrepreneurs, business owners, small business service providers, and the university community.

Contact: Patrick McKeehan, Director, Small Business Development Center, Alumni Hall, Room 2126, Campus Box 1107, Edwardsville, IL 62026 Phone: 618-650-2929 pmckeeh@siue.edu

The Edwardsville/Glen Carbon Chamber of Commerce is an affiliation that puts networking, professional assistance, and marketing opportunities at the fingertips of business owners. The Chamber integrates local organizations with each other and the community, as well as working year round to promote and increase tourism in the Edwardsville/Glen Carbon area.

The Edwardsville/Glen Carbon Chamber of Commerce is located at: 1 North Research Drive Edwardsville, IL 62025 Phone: 618-656-7600 <http://www.edglenchamber.com/>

CONTACT INFORMATION

City of Edwardsville

118 Hillsboro Ave. Edwardsville, IL 62025

Hours: 8am-5pm, Monday through Friday

Mayor's Office: 618-692-7530

City Administrator's Office: 618-692-7531

City Clerk's Office: 618-692-7500

City Attorney: 618-655-1164

Parks and Recreation: 618-692-7538

www.cityofedwardsville.com

Public Works Department

200 Park St. Edwardsville, IL 62025

Public Works Department: 618-692-7535

Planning and Zoning: 618-692-7535

Economic/Community Development:
618-692-7533

Police Department (non-emergency)

400 N. Main St. Edwardsville, IL 62025

618-656-2131

Animal Control: 618-656-2131

Fire Department

410 N. Main Edwardsville, IL 62025

618-692-7541

Madison County Government

157 North Main Street, Edwardsville, IL 62025

618-692-6200

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Business Customer Service

800-232-2477
