



*Tina Touchette,
Village Clerk*

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Website: <http://www.oswegoil.org>

How to Open a Business in Oswego

If you are considering opening a business in the Village of Oswego there are three (3) things you should check before you decide on a location, apply for any licenses, or register your business.

1. Determine where you want to locate your business. If you do not have a location in mind, contact the Economic Development Department for assistance.
2. Contact the Community Development Department to make sure the location is zoned correctly and will allow the type of business you wish to open. If you are considering opening a home based business, Community Development will be able to tell you if the business is allowed in a residential area.
3. If a business had previously been operating in the location you are considering (this does not apply to home businesses) contact the Building and Zoning Department to obtain a change of occupancy permit.

Once you have determined the location is appropriate for your business and you have received your occupancy permit, you will need to register your business. If you submit a business registration application and the steps listed above have not been followed, Village staff will forward your application to the appropriate departments. The approval of the Community Development and Building and Zoning Departments is required before you can open or register your business.

Building and Zoning Department	(630) 554-2310
Community Development Department	(630) 554-3622
Economic Development Department	(630) 551-2335
Village Clerk's Office	(630) 554-3259

Business and Alarm Registration

1. Fill out and submit the Village of Oswego Business and Alarm registration form. This can be found on the Village of Oswego website (www.oswegoil.org) or obtained from the Village Clerk's Office. One form registers both your business and the alarm system, if one is present. There is no additional charge for the registration of your alarm.
2. Once your application is received, Community Development will verify the zoning is appropriate; and Building and Zoning will verify all required inspections have been successfully conducted and confirm issuance of a Certificate of Occupancy.
3. Upon notification the business has been approved by all Village, County and State Departments and all registration fees have been received, the Village Clerk's Office will process the Business Registration application. Registration fees are as follows:

• New Commercial Businesses	\$ 50.00	Annual Renewal	\$ 25.00
• New Home Based Businesses	\$ 25.00	Annual Renewal	\$ 10.00
4. A business registration certificate will be created and mailed to your business. Please post the certificate in a prominent place in your business.

Your business and alarm registration requires an annual renewal. All registrations expire on December 31st of each year. A renewal application will be sent in late October. Completed applications should be returned along with the renewal fee by December 31st to:

Village Clerk's Office, 100 Parkers Mill, Oswego, IL 60543

There are a significant number of businesses registered with the Village so it may take up to four (4) weeks to receive your registration certificate. If you have any questions or do not receive your certificate please contact the Clerk's Office.