



YOUR BUSINESS AND THE CITY

CITY OF DANVILLE





Introduction

The City of Danville understands the incredible value of entrepreneurs in supporting the city's economic and cultural vitality. The City also understands that the process to register and establish your business with the City may be confusing and burdensome. We created this brochure as an attempt to make the process easier. The City of Danville Urban Services Department is happy to help you with any part of this process as well provide economic data, traffic data, retail market data, population statistics, zoning information, and anything else that may be helpful.

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Picking a Location With Danville Zoning

Zoning regulates land use in and around the City of Danville. There are requirements for what kinds of businesses are allowed where as well as requirements for signs, lighting, screening, and building form, and other land use impacts.

The City's business supporting zoning districts include,

(P-1) Professional Office District: Provides for the establishment of office developments on various scales that serve the specialized care and professional service needs of the community.

(B-1) Neighborhood Business District: Provides for the establishment of low intensity service and retail developments facilitating commercial activity serving adjacent neighborhoods.

(B-2) Highway Business District: Provides for the establishment of medium sized, low intensity commercial development along highway traffic corridors primarily served by automobile traffic.

(B-3) General Business District: Provides for the establishment of medium and large scale commercial development which serves the whole community and sometimes the region.

(B-4) Central Business District: Covers a central area in the community that functions as a commerce and activity hub for the community. Pedestrian oriented and densely developed while providing for retail, professional, entertainment and residential uses.

(I-1) Light Industrial District: Provides for the establishment of less intensive, low to medium, areas of industrial development.

(I-2) General Industrial District: Provides for the establishment of large scale, higher intensity, industrial manufacturing, processing, fabricating, assembling or warehouse.

Each zone has specific uses which are allowed to operate. If your lot does not meet the requirements of the zone where it is located you may be able to change the zoning or receive a variance. If your use requires special use approval, you must start the process to receive a special use permit.

Re-Zoning: A public process by which the zoning of a parcel is changed usually completed to allow a new use in the area.

Variations: A variance is a deviation from the set rules defined in the local zoning ordinance. Most often used in cases of building dimensions or setbacks.

Special Uses: Some zones only allow a certain use if a special use permit is approved. This is usually done in cases in which a use might be compatible with the surrounding area but it depends on the design of that particular building or land use. Receiving a special use permit requires a public process and review to ensure compatibility.

To determine the zoning of a property please contact the Urban Services Department or you can search the zoning map on the City's website under the business tab. Once you know the zoning of your lot you can read the City of Danville Zoning Ordinance from the link on also under the business tab. The zoning code is Chapter 150 under Title XV Land Use. Appendix A contains a specific list of all allowed land uses per zone.

To read the full zoning ordinance, see an interactive map, or for more information, call us at (217) 431-2321 email us at lrobinson@cityofdanville.org or visit our website www.cityofdanville.org/economic-development.html

To do: Ensure that your business type is allowed in the zoning district where you are located.

Cost: None unless rezoning, variance, or special use permits are required.

Building Inspections

In most circumstances, to begin operating your business you must obtain a Certificate of Occupancy. A Certificate of Occupancy states that the building in which you plan to operate meets all state and local building, plumbing, electrical, zoning, and fire safety codes. As a new tenant or owner of a building, you are required to work with City inspectors to identify and correct any code violations on your property. We encourage you to contact the City of Danville Urban Services Department and schedule a walk-through of the property prior to any purchase negotiations. This way you are aware of what potential required changes before you move in. This service is free and can be scheduled by calling us at (217) 431-2321.

To do: Call us at (217) 431-2321 to set up inspections or receive a Certificate of Occupancy

Cost: None



Building and Construction Permits

City Codes require you to obtain permits for building and construction work. This is to ensure that the work completed will be safe for you, your contractor, and your future patrons. Permits are required for most forms of building, electrical, mechanical, and plumbing work. The City also requires permits for new sign structures (not new sign faces), concrete work in the public right of way and excavation in the right-of-way.

You can review a full list of tasks that require permits under the business tab on the City's website.

Permit Costs (2017-18)

Permit fees in the City of Danville are as follows,

Building Permit Fees.

Work Value	Fee
\$0 - \$3,000	\$40
\$3,001 - \$4,000	\$40 + \$5 per \$1,000 of value over \$3,000
\$50,001 - \$1,000,000	\$275 + \$3 per \$1,000 of value over \$50,000
\$1,000,001 +	\$3,125 + \$2 per \$1,000 of value over \$1,000,000

Mechanical Permit Fee

1.5% of the total estimated cost of the equipment and installation (\$40 minimum)

Plumbing Fees (\$40 minimum)

Each Plumbing Fixture	\$15
Each Waste Opening	\$15
Water Services Line	\$15
Backflow Preventer	\$15
Installation of Water Heater	\$15
Water Softener/Conditioner	\$15
Yard Sprinklers	\$30
Existing Sewer Tap	\$60
Misc Sewer Repair/Replacement	\$60

Electrical Fees (\$40 minimum)

Estimated Project Cost	Fee
Under \$50,000	3.5% of project cost
Above \$50,000	\$1,750 + 1% of the project cost over \$50,000

Signage

Work Value	Fee
\$0 - \$3,000	\$40
\$3,001 - \$4,000	\$40 + \$5 per \$1,000 of value over \$3,000
\$50,001 - \$1,000,000	\$275 + \$3 per \$1,000 of value over \$50,000
\$1,000,001 +	\$3,125 + \$2 per \$1,000 of value over \$1,000,000



Contractors

All contractors must be registered with the City in order to work within the City. Registration forms are available on the City's website and at the Urban Services Department office. The contractor must provide proof of liability insurance of at least \$1,000,000, and have a completed registration form, information form, and consent form. Plumbing Contractors must be licensed by the State of Illinois Department of Public Health. Fire Suppression Contractors must be licensed by the Office of the Illinois State Fire Marshal. Roofing Contractors must be licensed by the State Department of Professional Regulation. Electrical contractors must be licensed by the City, but we may accept an Electrical License from a comparable Illinois community.

To do: Register with the City here, <http://www.cityofdanville-eus.org/plans--permits.html> or see the business tab of the City of Danville website

Cost: \$100 plus \$25 for every sub-class of registration (mechanical, electrical, etc)

Business Licenses

Depending on the nature of your business you may need to register with the City, in addition to the County and State. The following chart details the business types, government entities and fees involved with business registration with the City. If you need to register your business please visit the City Clerk in City Hall at 17 W. Main St. or for questions call (217) 431-2304

Business Licenses

Non-Contractor Registration, Fees & Inspections

Depending on the nature of your business you may have to register with the City, in addition to the County and State. The following chart details the business types, government entities and fees involved with business registration with the City.

TYPE OF BUSINESS	ORDINANCE CHAPTER	FEE	PRO-RATED	EXPIRES	OTHER CERTIFICATES	DEPARTMENT FOR INSPECTION	CITY COUNCIL APPROVAL NEEDED
Adult Care Facility	118.70	\$ 50.00	No	4/30	State Certificate	Public Safety/Engineering & Urban Services	No
Ambulance Service	111.00	\$ 150.00	No	1/1	Insurance Liability	Fire	Yes
Amusement Device	118.20	\$25.00/ea	No	4/30	No	Police	No
Auctioneer	112.00	\$ 75.00	No	4/30	State License	Police Records Clerk	No
Bed & Breakfast	120.00	\$ 50.00	No	4/30	Insurance Liability/Inspection Reports	Fire/Engineering & Urban Services/VC Health	Yes
Bowling Alley	118.30	\$ 100.00	1/2@1/2yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Childcare - Home	118.60	\$ 25.00	No	4/30	State Certificate	Police/Engineering & Urban Services	No
Childcare Facility	118.60	\$ 50.00	No	4/30	State Certificate	Public Safety/Engineering & Urban Services	No
Dance Club	118.30	\$ 100.00	1/2@1/2yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Garbage and Refuse Hauler	93.00	\$ 150.00	Ask	4/30	Inspection Certification/Insurance Liability	No city inspection - Either State or County	No
Gun Club	118.40	\$ 100.00	No	4/30	No	Public Safety/Engineering & Urban Services	No
Hotel/Motel	118.50	\$ 100.00	1/2@1/2yr	4/30	No	Engineering & Urban Services (State inspection also necessary)	No
Liquid Waste Hauler	93.00	\$ 150.00	Ask	4/30	Inspection Certification/Insurance Liability	No city inspection - Either State or County	No
Liquor License Annual	96.00	varies	Yes	6/30	Insurance Liability	Engineering & Urban Services/Finance	No
Liquor License Semi-Annual	96.00	varies	Yes	10/30	Insurance Liability	Engineering & Urban Services/Finance	No
Pawnbroker	124.00	\$ 50.00	No	4/30	No	Police	No
Rubbish and Debris Hauler	93.00	\$ 50.00	Ask	4/30	Insurance Liability/TARP	No city inspection - Either State or County	No
Skating Rink	118.30	\$ 100.00	1/2@1/2yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Taxicab Business	121.00	\$45/cab	\$25@10/01	12/31	Inspection Certification/Insurance Liability	Police/CVM	No
Taxicab Driver	121.00	\$ 30.00	\$15@1/01	4/30	IL Driver's License	Police Records Clerk	No
Theater	118.30	\$ 100.00	1/2@1/2yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Tobacco Dealer	123.00	\$ 50.00	No	4/30	No	Police	Yes
Tobacco Distributer	123.00	\$ 50.00	No	4/30	No	Police	Yes
Tobacco Vending Dealer	123.00	\$ 50.00	No	4/30	No	Police	Yes
Trailer Parks	156.15&156.32	\$ 150.00	No	4/30	No	Engineering & Urban Services	No
Vacation Rental	120.00	\$ 50.00	No	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	Yes
Video Gaming Licensed Permits	118.01&118.20	No Fee	N/A	4/30	Must hold current City liquor license	Police	No
Video Gaming Terminal Operator	118.00	No Fee	N/A	4/30	State terminal operator's license & State Video gaming terminal for each machind.	Police	No

To register and/or pay fees call or visit the City Clerk's Office, 17 West Main Street, 431-2304

To schedule an inspection, contact the Danville Urban Services Department, 1155 East Voorhees Street, 431-2321

CONTRACTOR REGISTRATION

City of Danville Contractor Registration Form can be found at www.cityofdandville.org

Home Businesses

Are you operating your business out of your home? Great! There are a few simple steps you and the City must take to ensure that there is not a significant disturbance to your neighbors that might negatively affect their property values.

Home based business are considered home occupations in the zoning ordinance and some require a permit if considered a major home occupation. Minor home occupations are allowed by right in any zone, major home occupations require a special use permit in residential zones. Minor home occupations allow for only residents as employees, do not permit advertising, and are primarily for the fields of art, crafts, religion, and business if no sales transactions occur on site. Major home occupations allow for an employee who does not live in the house, a small wall sign, and uses including hair and beauty parlors, classes, small engine repair (excluding automobile repair). Check the full zoning ordinance for details and contact the zoning administrator at 217-431-3456 for a permit application if needed.

Health Inspection

Selling food? You will likely need a health inspection to receive an annual food permit. You can receive this from the Vermillion County Health Department which provides an application for the permit. Permit fees range from \$350 for high risk restaurants, caterers, and other providers to \$200 for low risk establishments. Schools and seasonal businesses have special rates. See the Vermillion County Health Department for more, <http://vchd.org/services/food-sanitation/>

Area Taxes

The Vermillion County website provides property tax inquiry information about any property. Visit the Vermillion County website www.co.vermilion.il.us and see 'GIS and Property Tax Information' or visit <http://vermilionil.devnetwedge.com> for more information.

As part of Danville's home rule status, an additional 2.5% sales tax is assessed on top of the IL State Sales Tax and Vermillion County Sales Tax. The City of Danville Finance Department can provide more information.

There are additional forms for motor fuel and multiple locations hotel, alcohol, and food & beverage businesses. If you are operating a business in these categories please complete the specific form at the City's economic development page under 'Establish your Business with the City' or by following this link, <http://www.cityofdanville.org/ed---eybwtc.html>

To do: Check your taxes on the Vermillion County website

Cost: None

Ask about Business Incentives

Business Development Organizations



15 N Walnut St.
Danville, IL 61832
217-442-6201

Vermilion Advantage

Vermilion Advantage is a not for profit Economic Development agency serving Danville and Vermilion County. Vermilion Advantage, through membership value, provides strategic leadership on critical business issues- leading economic & workforce development, anticipating and responding to members' needs, addressing quality of life issues and providing a network of information & business contacts – advocating the pursuit of opportunities to strengthen the local economy and business environment.



149 N. Vermilion St.
Danville, IL 61832
217-213-6269

Downtown Danville Inc.

We all know that networking is a beneficial strategy to many aspects of life, operating a successful business is no different. Downtown Danville Inc. is the networking for businesses in the downtown area. DDI works with the SBDC, City of Danville and Vermilion Advantage to keep up to date on regional business activity and development plans. DDI plans downtown programs and events based on the needs of its membership and strives to create a network of business owners dedicated toward advancement of the downtown business community. Visit DDI and see if you might want to get involved.



Bremer Conference Center
DACC Campus
2000 E. Main St.
Danville, IL 61832
217-554-1669

Illinois Small Business Development Center at Danville Area Community College

While the City of Danville strives to make your interaction with the City as smooth as possible, we are not able to provide advisement and strategy for your business development. Luckily the professionals at the Illinois Small Business Development Center at DACC are close by to help with any assistance you may need to build and run a successful business. Contact the SBDC to find out how they can help you set and achieve your business goals.



More Information

The City of Danville Urban Services Department is happy to assist you with any part of the process. The City of Danville is continuously working to improve our community and economy. City planners incorporate a quality of life focus in each aspect of our planning process with a goal of increased livability for residents and improved impressions on visitors to our community.

Checklist

- ___ Obtained required permits for remodeling, construction, and new sign structures
- ___ Passed building safety inspection and received certificate of occupancy
- ___ Met all zoning ordinance requirements or applied for changes
- ___ If required, licensed your business
- ___ If a major home business, received permit
- ___ If selling food, received health inspection and permit

Contact Us

Department of Urban Services
 1155 E Voorhees Street, Suite A
 Danville, IL 61832
 Phone: (217) 431-2321
 Fax: (217) 431-3444

Or visit the business tab of the City's website.

City of Danville Contacts

Mayor -- Scott Eisenhauer (217) 431-2400

Permitting Process -- Lisa Robinson (217) 431-2321

Engineering & Urban Services Director – David Schnelle (217) 431-2384

Planning & Urban Services Manager - Christopher Milliken (217) 431-2286

Building Inspector – Stephen Chrisman (217) 431-2340 or (217) 304-0804

Plumbing & Mechanical Inspector – (217) 431-2337 or (217) 304-0811

Electrical Inspector – Paul Storke (217) 431-2335 or (217) 304-4696

Fire Inspector – unfilled (217) 431-2259

Storm water: Eric Childers (217) 431-2259

Permits for work in the Right-of-Way: Tom Seachrist (217) 304-0431

Address Assignments: Cole Jackson (217) 431-3456

Signage and Zoning: Cole Jackson (217) 431-3456

Business Incentives: Tyson Terhune (217) 431-2873

Misc. Contacts

Illinois Small Business Development Center at DACC (217) 554-1669

Vermilion Advantage (217) 442.6201

Downtown Danville Inc. (217) 213-6269

Gas and Electric: Ameren – (217) 778-0718

Water: Aqua Illinois – (217) 442-3063

Sewer: Danville Sanitary District – (217) 442-3193
City of Danville – Eric Childers (217) 431-2259

Telecommunications: AT&T – (217) 398-7980

Vermilion County Health Department (217) 431-2662