



# 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 Community Development 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 beneficial.

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# Site Selection and 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, 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 in that zone. If your use or building 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. If zoning changes are required it is best to start this process before purchasing a particular site.

**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 when a use might be compatible with the surrounding area but comparability depends on the design of that particular building or land use. Receiving a special use permit requires a public process to allow for community input.

To determine the zoning of a property please contact the Community Development 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 also under the business tab. The zoning code is Chapter 150 of the Code or Ordinances.

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

## Site Selection

The City maintains a series of interactive maps on zoning, areas eligible for economic incentives, small business opportunities, and more.. These maps can be viewed through the business tab on the City's website. Our partners at Vermilion Advantage maintain maps of larger available sites and facilities. These maps provide customizable layers with market information, demographics and more. For more information see, [www.vermilionadvantage.com/economic-development](http://www.vermilionadvantage.com/economic-development).

## 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 Community Development 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 (2018)

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 limits. Registration forms are available on the City's website and at the Community Development 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 by using the Urban Services tab on the City's website then clicking permits.

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



## Business Licensing Guide

For the most up-to-date information or to register please visit the City Clerk's Office at 17 West Main Street or call at 217-431-2321 for questions

Business Type	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	5/01	Insurance Liability/ Inspection Reports	Fire/Engineering & Urban Services/VC Health	Yes
Bowling Alley	118.30	\$ 100.00	½ at ½ yr	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	½ at ½ yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Garbage and Refuse Hauler	93.00	\$ 150.00	Ask	5/01	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	½ at ½ yr	4/30	No	Engineering & Urban Services and State inspection	No
Liquid Waste Hauler	93.00	\$ 150.00	Ask	5/01	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	6/30	Insurance Liability	Engineering & Urban Services/Finance	No
Pawnbroker	124.00	\$ 50.00	No	5/01	No	Police	No
Rubbish and Debris Hauler	93.00	\$ 50.00	Ask	5/01	Insurance Liability/TARP	No city inspection - Either State or County	No
Skating Rink	118.30	\$ 100.00	½ at ½ yr	4/30	Insurance Liability	Public Safety/Engineering & Urban Services	No
Taxicab Business	121.00	\$45/cab	\$25@10/01	12/30	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	½ at ½ yr	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	156.00	\$ 150.00	No	Annual	No	Engineering & Urban Services	No
Vacation Rental	120.00	\$ 50.00	No	5/01	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 machine	Police	No

## 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. Minor home occupations are allowed by right in any zone, major home occupations in non-residential zones are allowed by right and major home occupations in residential zones require a special use permit. 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, and 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](http://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 business page under 'Establish your Business with the City'

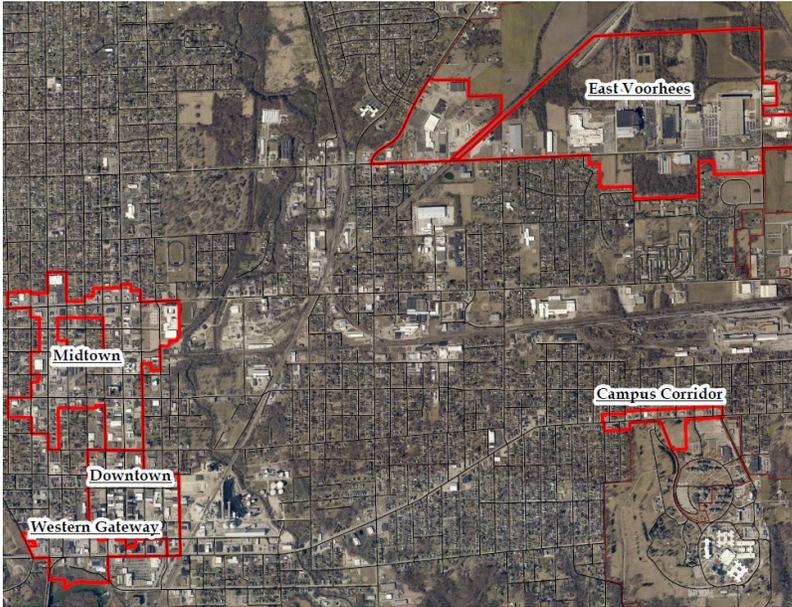
To do: Check your taxes on the Vermillion County website

Cost: None

# Get Informed on Business Incentives

By offering development incentives we increase the potential to attract investment, employment, and net tax revenues to the City of Danville. We follow a planning model based on the theory that partnership between the City and local business supports smart economic growth. We believe those investing in Danville deserve to have Danville invest in them.

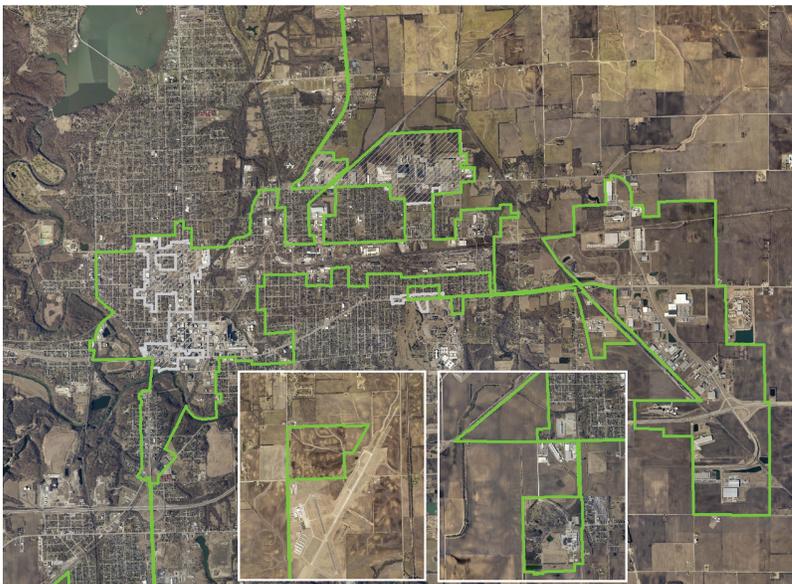
The City of Danville has a variety of incentive programs available to both small and large businesses. We also maintain open communication with local, state and federal business development agencies regarding economic development programs. The City and its partners are always pursuing new opportunities so contact us for the latest options.



TIF Districts

## Tax Increment Financing Districts

A TIF District is an area that has been designed for economic development improvements that will increase the area's property values. A portion of the property taxes generated within the TIF district are placed in a fund that is specifically reserved for improvements to that area. Available programs include redevelopment incentives which provides anywhere from a 10% to 50% reimbursement for qualifying permanent building improvements such as facade improvements, code improvements, energy efficiency upgrades, historic preservation, vacant storefront repairs, and upper floor apartment creation. TIF funds may also help with the cost of studies, surveys, acquisitions, demolition, rehabilitation, reconstruction, job training, relocation costs, developer's interest costs, design plans, and more. A low interest loan may also be available within the TIF districts.



Danville Enterprise Zone

## Enterprise Zone

An enterprise zone is an area that has been designated as ideal for certain types of economic development and investment. Generally speaking, enterprise zones are areas where larger commercial and industrial operations are located. However, small businesses are also eligible for enterprise zone benefits. Unlike TIF Districts, enterprise zones do not generate funds to facilitate development incentives. Incentives in these areas deal primarily with reduced fees and various types of short or long-term tax abatements. Benefits of our enterprise zone include reduced City permit fees, sales tax credits/exemptions, property tax abatements, income tax credits, and utility tax exemptions.

Contact Tyson Terhune, Economic Development Planner at 217-431-2873 or see the business tab on the City's website.

# Business Development Organizations



15 N Walnut St.  
Danville, IL 61832  
217-442-6201  
[www.vermilionadvantage.com](http://www.vermilionadvantage.com)

## Vermilion Advantage

Vermilion Advantage is a non-for-profit economic development agency serving Danville and Vermilion County. Vermilion Advantage, through membership value, provides strategic leadership on critical business issues, leads economic & workforce development, anticipates & responds to members' needs, addresses quality of life issues, and provides a network of information & business contacts. Through these actions Vermilion Advantage actively supports opportunities to strengthen the local economy and business environment.



149 N. Vermilion St.  
Danville, IL 61832  
217-213-6269  
[www.downtowndanville.org](http://www.downtowndanville.org)

## Downtown Danville Inc.

We all know that networking is a beneficial strategy to many aspects of life and operating a successful business is no different. Downtown Danville Inc. is the networking entity 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  
[www.dacc.edu/sbdc](http://www.dacc.edu/sbdc)

## Illinois Small Business Development Center at Danville Area Community College

The Illinois Small Business Development Center at DACC is here to help with any assistance you may need to build and run a successful business. They offer one-on-one business counseling for existing and start-up businesses, help with business plans, provide networking opportunities, and more! Contact the SBDC to find out how they can help you set and achieve your business goals.



Photo Credit: Roland Lim Photography

## More Information

The City of Danville Community Development Department is happy to assist you with any part of this process. We are 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.

## Contact Us

Department of Community Development  
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.

## 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, registered your business
- \_\_\_ If a major home occupation, received permit
- \_\_\_ If selling food, received health inspection and permit

## 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

Stormwater - 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

A full list of contacts, email addresses, and more can be found on the City's website on our contact page [www.cityofdanville.org/contacts](http://www.cityofdanville.org/contacts)

## Misc. Contacts

Illinois Small Business Development Center at DACC - (217) 442-7232

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