



VILLAGE OF RANTOUL ECONOMIC DEVELOPMENT

ESTABLISHING YOUR BUSINESS WITH THE VILLAGE

INTRODUCTION

The Village of Rantoul understands the incredible value of entrepreneurs in supporting the Village's economic and cultural vitality. The Village also understands that the process to set up and establish your business in the Village may be confusing and burdensome to some. We have created this brochure as an attempt to make the process simpler. The Village's Planning & Development Department is happy to assist you with any part of this process as well as provide economic data, traffic data, retail market data, population statistics, zoning information, and anything else that may be beneficial to establishing and operating your business in Rantoul.

SELECTING AND ESTABLISHING YOUR BUSINESS LOCATION

Choosing where to locate your business is perhaps the most important decision that you make. The Village of Rantoul is excited that you have chosen our community to locate your business. Like most Cities and Villages, the Village of Rantoul has adopted a Zoning Ordinance and Zoning Map. Zoning dictates how a property can be used and occupied. Before signing a lease or purchasing a property it is a good idea to make sure that the location for which you are interested in having your business is zoned appropriately for that type of business. To determine the zoning of a property please visit the Village's website at <https://www.village.rantoul.il.us/384/Planning-Zoning> or contact the Rantoul Planning & Zoning Department staff at (217) 892-6822 so that staff may assist you in ensuring the property where you want to locate your business is zoned appropriately.

HOME BASED BUSINESSES

If you are desiring to operate your business out of the home that you live in you will also want to make sure that your business is a type of business that can legally be ran out of your house. This can also be checked via the Village's Planning & Zoning Department by contacting staff at (217) 892-6822.

UTILITY SERVICES

Electric, water, sewer, and in some cases natural gas, utility services are all provided by and thru the Village of Rantoul. The Village's Utility Department is located in Village Hall at 333 S. Tanner St. and can be reached by phone at (217) 892-6832. To get these utilities established at your business location a "business service card", available at the Utilities Department office, needs to be filled out and returned to the Village Utility Department and an account deposit equal to an average of 2 monthly utility bills needs to be paid. If renting the space where your business is located the Village Utility Department will also need a copy of your lease in order to get the utilities established in your name.

BUSINESS LICENSES

Depending on the nature of your business, a business license issued by the Village may be required for you to operate. The following chart details the business and license types and fees involved that might be applicable to your type of business. If you have questions about business licensing or need to apply for a business license for your business, please visit the Village Clerk's Office in Village Hall at 333 S. Tanner St. or contact the Village Clerk at (217) 892-6802. More information on business licenses may also be found on the Village's website at <https://www.village.rantoul.il.us/245/Business-Licenses>.

License	Ordinance	Fee	Expiration	Documentation	Inspections Required
Entertainment	Chapter 6 Article II	\$100.00	Event Conclusion	Certificate of Occupancy Ownership Verification \ Lease Liability Insurance	Fire Department Building Safety Dept Champaign County Health Dept
Hotel / Motel	Chapter 12 Article III	\$5.00 per Room	April 30	Liability Insurance	Fire Department Building Safety Dept
Liquor	Chapter 4	\$2,200.00 Class A, GC, P-1 \$1,650.00 Class P-2, R \$1,100.00 Class C, H/M \$55.00 Class T-1, T-2, T-3 \$165.00 Class T-4, T-5	April 30	Liability Insurance	IL State Police Building Safety Dept Champaign County Health Dept
Non-Highway Vehicles	Chapter 38 Article XIII	\$50.00 \$25.00 (over 65)	April 30	Liability Insurance	Certified Mechanic
Pet Store	Chapter 8	\$25.00	April 30	Ownership Verification or Lease Liability Insurance	Building Safety Dept Champaign County Health Dept
Raffle (Not-for-Profit) Individual	Chapter 6 Article III	\$5.00 (Value Under \$1,000) \$10.00 (Value Over \$1,000)	Event Conclusion	Fidelity Bond	N/A
Raffle (Not-for-Profit) Annual	Chapter 6 Article III	\$50.00 (Value Under \$1,000) \$75.00 (Value Over \$1,000)	Annual	Fidelity Bond	N/A
Transient Merchant	Chapter 26	\$100.00	December 31	Liability Insurance	Building Safety Dept Champaign County Health Dept
Mobile Home Park	Chapter 10 Article XV	\$25.00 per Site	April 30	Certificate of Occupancy	Building Safety Dept
Vehicles for Hire Business	Chapter 44	\$75.00	April 30	Liability Insurance	N/A
Vehicles for Hire Driver	Chapter 44	\$25.00 per Vehicle	April 30	Liability Insurance Vehicle Registration Vehicle Photo / Seating Capacity Driver's License	IL State Police Certified Mechanic
Vehicle Relocator	Chapter 38 Article X	\$100.00	April 30	Liability Insurance Schedule of Fees	N/A
Video Gaming License Rider	Chapter 4	\$100.00 per Terminal	April 30	Class A, R, C, GC Liquor License	Building Safety Dept

BUILDING INSPECTIONS & OCCUPANCY PERMIT

Prior to purchasing the property or signing a lease for the space where your business is going to be located, you should contact the Village's Building Safety Department and set up an inspection. The Village Building Inspector will walk thru the building with you and ensure that no code violations or hazards exist that would make it difficult or impossible to operate your specific business at that location. The Building Inspector can then also issue you a Certificate of Occupancy Permit. A Certificate of Occupancy states that the building in which you plan to operate meets all local and state building, plumbing, electrical, mechanical and fire safety codes and can be safely occupied.

To set up a building inspection, please visit the Village Building Safety Department Office in Village Hall at 333 S. Tanner St. or contact the Department at (217) 892-6826. More information on building inspections may also be found on the Village's website at <https://www.village.rantoul.il.us/383/Building-Fire-Inspections>.

CONSTRUCTION PERMITS & CONTRACTORS

If you desire or need to make any improvements to the building in which your business will be operating, construction permits must be applied for and issued to you by the Village's Building Safety Department. This is to ensure that the work completed will be code compliant and safe for you and your future patrons. Permits are required for most forms of building, plumbing, electrical, and mechanical work. If you hire a contractor to do construction work for you within your building, they must be registered with the Village prior to obtaining permits and performing the work. To check on whether you need a permit for planned work or to fill out a permit application, please visit the Village Building Safety Department Office in Village Hall at 333 S. Tanner St., Rantoul or contact the Department at (217) 892-6826. The permit applications can also be found on the Village's website at <https://www.village.rantoul.il.us/387/Forms-Applications>.

PUBLIC HEALTH PERMITS & INSPECTIONS

If your business involves the preparation or sale of food and beverages, you must also contact the Champaign County Health Department and work with them to obtain the necessary health permit and inspections for that activity. The Health Department office is located at 201 W Kenyon Rd, Champaign, and can be reached at (217) 373-7900 or eh@c-uphd.org. More information can also be found online at <https://www.c-uphd.org/plan-review.html>.

LOCAL TAXES

Just like other Cities and Villages, the Village of Rantoul assesses a 2% sales tax on applicable goods sold within the Village, which is on top of the County and State Sales taxes. Business specific taxes are also assessed for hotel/motel stays, alcohol sales, and food and beverage purchases. Please check with the Village's Finance Department to complete the proper forms and ensure you are collecting and remitting the applicable local taxes. Visit the Village Finance Department Office in Village Hall at 333 S. Tanner St., Rantoul or contact the Department at (217) 892-6800.

OTHER RESOURCES

If you need additional information and resources for starting a business or growing an existing business the Illinois Small Business Development Center is a great resource.



Illinois Small Business Development Center
1817 South Neil Street, Suite 100
Champaign, IL 61820
217-378-8535
info@cusbdc.org
Office Hours: Mon-Fri, 8:30 AM – 4:30 PM