



Village of North Utica

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North Utica, IL 61373
Email: village@utica-il.gov
Web-Site: www.utica-il.gov

WELCOME NEW BUSINESS

Congratulations on your new Business Venture and Thank you for choosing the Village of North Utica! Following is some important information to assist you:

1. Applications - Business License / Business Listing

- A. Business License - All businesses are required to annually register and apply for a business license.

The Business License Ordinance is available on the Village's website under Codes and Ordinances, or a copy can be obtained at the Village office.

- B. Business Listing — The Village lists North Utica businesses on its website (www.utica-il.gov).

2. Zoning / Development Permit Application (Including Signs)

- A. Zoning — A business must verify that the area in which it intends to operate is properly zoned for the type of business.

The Zoning Ordinance is available on the Village's website under Codes and Ordinances, or a copy can be obtained at the Village office.

- B. Development Permit (Including Signs)

Construction activities (including signs and fences) require a permit. If a permit can not be issued, a Variance can be applied for. No activity requiring a permit can be undertaken prior to obtaining such from the Zoning Enforcement Officer, or being granted a Variance, if necessary, from the Village Board.

The Village Zoning Ordinance is available at the Village Office or on our website under Codes and Ordinances; Zoning Regulations; Chapter 15

The Zoning Enforcement Officer for the Village can be reached at by leaving a message at the Village Hall Office (815-667-4111). The Village has forms for the application of variance requests, special uses, and/or zoning changes. They can be found on the Village website under Village Documents, or at the Village Hall.

3. Home Occupation Permit

Certain businesses can be operated in a residential district. However, a Home Application Permit is required to be submitted for approval prior to operating.

4. Liquor License

Any business serving alcoholic liquor requires a liquor license. The Village utilizes a number of liquor license classifications depending on the type of liquor to be served, the type of establishment, and/or the event. The Village strictly regulates liquor licenses.

A copy of the Liquor License Application can be found on the Village website under Village Documents or at the Village Office.

5. Village Assistance / Donation

Anyone seeking assistance from the Village such as permission to solicit in the Village or to seek a street closure, should request such in writing addressed to the Village Clerk at least thirty (30) days in advance of the date permission/assistance is needed. All donation requests should be submitted in writing to the Village Clerk at least thirty (30) days in advance as well.

The Village reserves the right to deny any and all requests, and to impose conditions deemed appropriate, including the requirement of liability insurance when deemed appropriate and necessary by the Village.

If you have any questions, please do not hesitate to contact the Village. Again, Thank You for choosing the Village of North Utica and we wish you continued success!

Village President; David G. Stewart

Village Clerk; Laurie A. Gbur

Village Trustees;
Debra Krizel
John Schweickert
Mary Pawlak
Nate Holland
Jim Schrader
Kylie Mattioda