



Village of Oak Park Business Guide Check List

The Village of Oak Park and the Oak Park River Forest Chamber of Commerce are partners, here to assist new and existing businesses. This business guide check list will help you walk through the various steps involved in opening or expanding a business in Oak Park. The primary point of contact, for each step, is listed.

Items to be checked off include...

- ✓ Complete your business plan, ensuring that you have thought through the project budget, local competition and business financials.
- ✓ Identify a storefront, office or other location that is suitable for your business needs.
- ✓ Understand local resources and non-profit network offerings to help you fill gaps in funding, or in knowledge, as you work to bring your business to Oak Park.

You need assistance navigating Village government processes, have questions about zoning requirements related to a site you've selected or have building permit or business licensing questions. Contact the Village of Oak Park. The Village can be reached at business@oak-park.us.

Items to be checked off include...

- ✓ Contact the Village and schedule a **"New Business Walk-through Site Visit"** at your new physical location to get a better understanding of zoning and permitting considerations.
- ✓ Review the zoning requirements that may be applicable to your selected location.
- ✓ Ensure that your team of architects, building contractors and subcontractors are meeting all Village building and permitting requirements.
- ✓ Submit your Building Permit Application through Oak Park's **VillageView** web portal.
- ✓ Complete inspections and reviews with Village Staff throughout the construction process in order to obtain your required Village of Oak Park Occupancy Permit.
- ✓ Apply for and receive your Village of Oak Park Business License.
- ✓ Ensure that you have explored and completed the process for additional permits or licenses that your business may need (i.e. Liquor License, Outdoor dining permit, etc.).

You want to promote your business and get connected to Oak Park. Contact the Oak Park-River Forest Chamber of Commerce. The Chamber can be reached at info@oprchamber.org.

Items to be checked off include...

- ✓ Schedule your complimentary Ribbon Cutting to celebrate your opening!

- ✓ Attend local networking events to meet other business owners and advertise your product/service to the local community.
- ✓ Take advantage of mailing lists and social media marketing to ensure you are positioned effectively with potential customers.

Village of Oak Park (business@oak-park.us)

Oak Park River Forest Chamber of Commerce (mailtoinfo@oprchamber.org)