

PERMITTED USE CHECKLIST IN COMMERCIAL DISTRICTS

- Complete and return the Zoning Certificate Application Form in order to verify if the use is a Permitted Use. The form is available at www.deerfield.il.us, Departments, Community Development, Permit Applications & Forms, Zoning Certificate of Compliance, or form can be emailed to applicant.

If the proposed use (business) is located on the first floor in the C-1 Village Center District, the use must be completely retail as that is the intent of the first floor retail ordinance (no service use on the first floor unless zoning approval granted by a Special Use).

- If the Zoning Certificate of Compliance is *approved*, then:

Any signage or exterior improvement in commercial zoning districts has to be approved by the Appearance Review Commission (ARC). The staff liaison to the ARC is Jean Spagnoli at (847) 719-7483. Note: A public hearing with the Plan Commission maybe required depending on what signage and exterior changes are proposed for the new business.

Check with the Building Department at (847) 719-7470 for any tenant build out requirements and building permits needed.

Check with Fire Department for Certificate of Occupancy - even if no tenant build out and using the tenant space as is, check with Fire Department for fire exits, fire extinguishers, etc. Deerfield-Bannockburn Fire Protection District, Brian McCarthy, Fire Marshal (847) 945-4066, or if south of Lake Cook Road the jurisdiction is Northbrook, Kevin Frangiamore, Director of Fire Prevention at (847) 272-2141 ext. 7131.

Business License - some businesses are licensed by the Village, mostly food users (restaurants, grocery stores, cafeterias, ice cream stores) and also cleaners, movie theaters, bowling alleys, vending machines are licensed through the Village Managers office (847) 945-5000.

Health Department approval may be needed, depending on the use.

- Prior to opening the business, the business owner must fill out a Business Registration Form and turn it in (no cost). Form is available at www.deerfield.il.us, click on Business → New Businesses → Registration.
- Window Sign Regulations must be followed for commercial businesses (Regulations available on line at Businesses, Applications & Procedures, Regulations, Window Sign Regulations).
- All businesses are encouraged to join the DBR Chamber. www.dbrchamber.com, 601 Deerfield Road, Suite 200, Deerfield, IL 60015. (847) 945-4660, Victoria Street, Executive Director