

The background of the cover is a photograph of a red brick building with a blue sky. The title 'GODFREY' is at the top in a large, bold, sans-serif font. Below it is a horizontal line with a small diamond in the center, followed by the word 'ILLINOIS' in a smaller, bold, sans-serif font. The main title 'Business Guide' is in a large, bold, sans-serif font. At the bottom, there are three blue circles containing white text: 'Steps for Starting a Business', 'Zoning Information', and 'Permits and Licenses'.

GODFREY

ILLINOIS

Business Guide

Steps for
Starting a
Business

Zoning
Information

Permits
and
Licenses

Introduction

Welcome to Godfrey!

We are very excited for you as you begin your journey to open a business in the Village of Godfrey, whether you are expanding your business to our village or creating a new business. This guide will assist in making this lengthy process as easy as possible, providing you with key resources and information, and hopefully answering any questions you may have.

Godfrey is a village in Madison County, Illinois and is located within the Greater St. Louis metropolitan area. It lies on the east side of the Mississippi River between the confluence of the Illinois and Missouri rivers.

The Village of Godfrey has developed as a primarily residential community, consisting of a population of approximately 17,982. Much of Godfrey remains devoted to agricultural uses or remains in a natural state.

The Village of Godfrey has been rapidly developing in recent years. With the completion of ongoing highway projects, including the completion of Illinois Route 255, additional growth is anticipated. Soon, the Village of Godfrey will see not only ongoing residential growth, but commercial development as well, which is why your business would fit perfectly within our community.



Step 1

Creating a Business Plan

Creating a business plan will allow you to plan out every aspect of your business. It will also allow investors, banks, and other professionals to have a detailed overview of your business, potentially answering any questions they may have asked. This will allow you to get loans and other financial support, which is very beneficial to any start-up business.

The following resources will provide assistance with creating a business plan:

“Business Plans: A Step-by-Step Guide”

<https://www.entrepreneur.com/article/247574>

How to Write a Business Plan”

<https://www.entrepreneur.com/article/247575>



“The Plan: A Step-By-Step Business Plan Workbook”

https://www2.illinois.gov/dceo/SmallBizAssistance/BeginHere/Documents/ILSBDC_NewGround_BusinessPlan_Sept2013.pdf

“Write Your Business Plan”

<https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Step 2

Business Training

Business training and business experience is the key to being successful when owning a business.

The following colleges offer business courses (online and on campus options available):

Lewis and Clark Community College

<http://www.lc.edu>

Southern Illinois University Edwardsville

<http://www.siue.edu>



SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

I ILLINOIS



Lincoln Land Community College

<http://www.llcc.edu>

University of Illinois

<https://www.uillinois.edu/>

In addition to college courses, experience can be gained in the work field. It may be beneficial to a business owner to first work in the field they are wishing to enter.

Step 3

Establishing a Business Location



The Village Building and Zoning Department is responsible for:

- Issuing permits for new construction commercial and residential, additions, alterations, plumbing, roofing, pools, fences, electrical, and signs. This also includes reviewing all plans related to permitting.
- Processing applications for rezoning, variance, and special use hearings.
- Issuing ordinance violations for weeds, junk, trash, derelict, vehicles, and property maintenance.
- Verifying zoning classifications.
- Inspections for new construction (footings, foundation, framing, electrical, plumbing, signs), fire damage, and demolition.
- All violation ordinances

Nearly any applications and forms needed can be found online at godfreyil.org, along with an occupancy inspection checklist. These include forms and applications for plumbing, roofs, electricity, and signs.

Building and Zoning Office Hours: Monday – Friday 7:30 a.m. – 4:30 p.m.

Laura Dixon

Building and Zoning Administrator

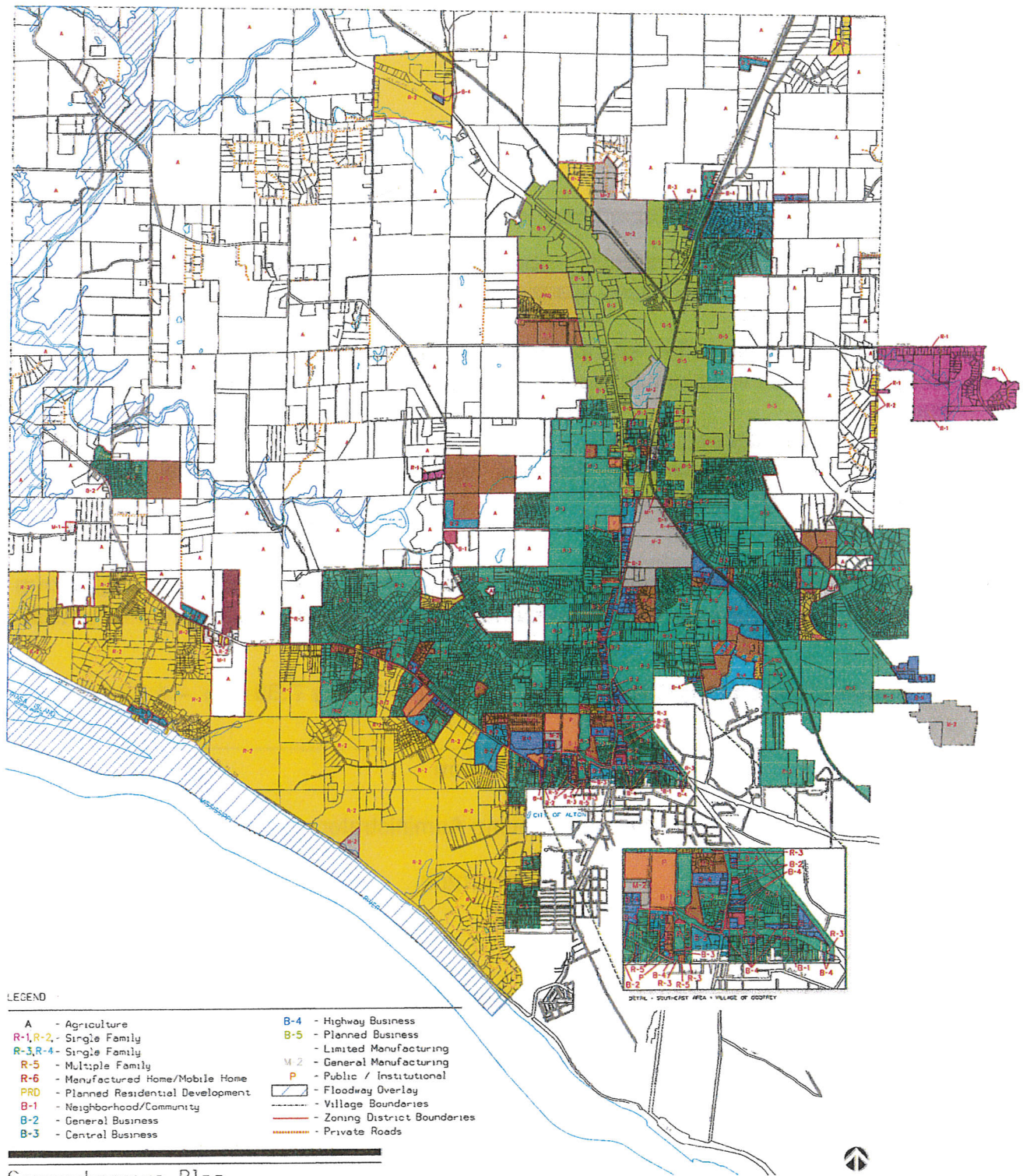
(618) 466-1206

Pat Vambaketes

Building and Zoning Administrator Assistant

(618) – 466-1206

Additional information regarding zoning permits and information can be found at <https://godfreyil.org/village-township-departments/building-and-zoning/>.



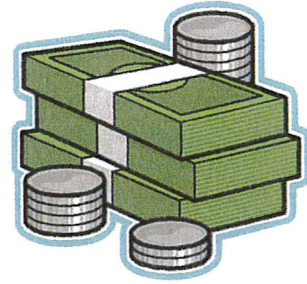
Comprehensive Plan Village of Godfrey

OFFICIAL ZONING MAP

Step 4

Finance Your Business

An application for the commercial façade program can be found at the end of this packet.



A commercial façade improvement program is a great resource available to businesses in Godfrey. This program financially supports businesses by providing grants. Businesses can receive grants that cover up to \$15,000 in property improvement costs. An application for this program is included at the end of this packet.

Other information regarding financing a business can be found online:

Village of Godfrey Tax Increment Financing:

Mike McCormick (618)446-3324

Loans from Local Banks:

<https://www.riverbender.com/directory/search.cfm?category=Banking%20%26%20Finance>



Step 5

Register Business Name

Forms for registering a business name can be found at the end of the packet.

To register a business name, you must complete an "Assumed Name Certificate." Upon completion, this form must be notarized and returned to the clerk's office. Debra D. Ming-Mendoza, located in Edwardsville, may accept this form. In addition to this form, payment for fees will also be collected. Checks can be made payable to Madison County Clerk.

Although this does not prevent anyone from using your business name, anyone conducting business in Madison County must file if the business name does not include your personal name.

The "Assumed Name Certificate" and general information can be found on the Illinois Madison County website: https://www.co.madison.il.us/departments/county_clerk/public_filings/registering_a_business.php.



Step 6

Tax Identification Number

Form SS-4 can also be found within the packet.



Department of the Treasury
Internal Revenue Service

To receive a tax identification number, business owners have to fill out an application. Applying is a free service that is offered by the Internal Revenue System.

International applicants can apply by calling 267-941-1099.

Apply Online:

To apply for an employer identification number (EIN) online, you may visit <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Apply by Fax:

Taxpayers can fax a completed Form SS-4 application. A fax will be sent back within four business days.

Apply by Mail:

A Form SS-4 can be mailed. This process takes approximately four weeks.

Form SS-4 can be found here:

<https://www.irs.gov/pub/irs-pdf/fss4.pdf>



Step 7

Business Licenses and Permits

Business owners will need to apply for any permits and licenses. The types of applications you will need to complete for your business will depend on the type of business you are opening. These can range from liquor licenses to amusement licenses.

All types of forms and applications are available at the Village Clerk's Office and at <https://godfreyil.org/forms/>. They should be returned to the Village Clerk upon completion. The more common types of forms and applications are also enclosed within this packet.

The following applications and forms can be found with this packet:

- Liquor License
- Business License
- Amusement License
- Transient Merchant
- Fireworks
- Electric Permit
- Roof Permit
- Residential Building Permit
- Commercial Building Permit
- Sign Permit
- Plumbing Permit



Business Resources

Guide to Starting a Business in Illinois:

<https://www2.illinois.gov/dceo/SmallBizAssistance/Pages/default.aspx>

Illinois Department of Commerce and Economic Opportunity (DCEO) Website:

<https://www2.illinois.gov/dceo/pages/default.aspx>

Illinois WorkNet – Job Search Assistance Website:

<http://www.illinoisworknet.com/>

Leadership Council Southwestern Illinois Website:

http://www.chamberorganizer.com/edglenchamber/mem_siteselection

MBA – Online MBA Program – Free Planning Resources:

<https://www.onlinemba.com/>

River Bend Growth Association:

<https://www.growthassociation.com/>

Southwestern Illinois Development Authority (SWIDA) Website:

<http://www.swida.org/>



Contact Information



Mayor

Michael J. McCormick

(618) 466-3324

mayor@godfreyil.org

Village Administrator

Judy Peipert

(618) 446-3324

budgetofficer@godfreyil.org

Village Clerk

Bethany Bohn

(618) 466-3381

clerk@godfreyil.org

Treasurer

Michael J. McCormick

(618) 466-3324

mayor@godfreyil.org

Deputy Clerk

Susan Robbins

(618) 466-3381

deputyclerk@godfreyil.org

Village Engineer

Richard Beran, PE

(618) 466-4319

rberan@godfreyil.org

Building and Zoning Administrator

Laura Dixon

(618) 446-1206

ldixon@godfreyil.org

Building and Zoning Administrator Assistant

Pat Vambaketes

(618) 466-1206

buildingzoning@godfreyil.org

Engineer Technician

John Uhl

(618) 466-4319

enattech@godfreyil.org

Director of Maintenance

Jim Lewis

(618) 466-3133

jlewis@godfreyil.org

Senior Purchasing Agent

Bonnie McNamee

(618) 466-3133

publicworks@godfreyil.org

Director of Economic Development

Jim Mager

(618) 466-3325

jmager@godfreyil.org

