Business Resource Guide

HOFFMAN ESTATES

Where Businesses Converge
Village Officials and Staff

Contact

Hoffman Estates Village Hall
1900 Hassell Rd.
Hoffman Estates, IL, 60169
847-882-9100
www.hoffmanestates.org/contact

Village Officials

William D. McLeod | Mayor

Karen Mills | Trustee
Anna Newell | Trustee
Gary Pilafas | Trustee
Bev Romanoff | Village Clerk

Gary Stanton | Trustee
Michael Gaeta | Trustee
Gayle Vandenbergh | Trustee

Village Staff

Jim Norris | Village Manager
Dan O’Malley | Deputy Village Manager
Rachel Musiala | Director of Finance
Patrick Seger | Director of Human Resources
Mark Koplin | Assistant Village Manager– Development Services
Peter Gugliotta | Director of Planning, Building, and Code Enforcement
Mike Hankey | Director of Transportation
Gary Salavitch | Director of Engineering
Kevin Kramer | Director of Economic Development
Jeff Jorian | Fire Chief
Ted Bos | Police Chief
Dear Friends:

On behalf of the Village Board, I would like to welcome you to the Village of Hoffman Estates.

With a population approaching 55,000, Hoffman Estates is a full-service community. Our location provides excellent access to all major attractions within the Chicagoland area and the Midwest. Accommodations to suit all requirements, a variety of top-quality restaurants, good shopping, and many other attractions – both natural and man-made – have resulted in Hoffman Estates becoming one of the premier suburban communities in the state of Illinois.

The Village has made major strides in the areas of business and economic development, inter-agency cooperation, and growth management. With an expanding population base in the region, the Village of Hoffman Estates is poised for future growth, both commercially and residentially. The Village also offers good employment prospects, excellent educational amenities, and a modern infrastructure.

The Village of Hoffman Estates is a vivid example of a community that works to provide an excellent quality-of-life for businesses and citizens. This guide offers the business community, and potential business community members a list of services which may be needed during the development process. These services include site locating and economic development; business licensing; planning and zoning compliance; promotions and advertising; and more.

I invite you to contact me, the officials of the Hoffman Estates Village Board, or the Village Manager regarding any matter that you wish to discuss. We can each be reached at 847-882-9100.

I want to thank you for choosing to join the growing Hoffman Estates family.

Welcome!

William D. McLeod
Mayor
The Economic Development Division recruits new businesses to vacant sites or vacant buildings to increase the economic viability of the community as well as employment opportunities. This division also works to retain the current businesses and helps them to grow and thrive in Hoffman Estates.

Available Buildings and Sites
To assist future Hoffman Estates businesses in finding a space that best suits their needs, the Village maintains a listing of Available Commercial Properties online. This database is hosted through Location One Information System (LOIS) and is updated bi-weekly. The list can be viewed online at www.HoffmanEstatesSites.com - or by downloading a free app for iPhone and Android.

Incentives
Hoffman Estates is a business friendly community. Not only are pre-submittal meetings efficient and approval processes streamlined but incentives can be used in the right situation.

Marketing Hoffman Estates
The Village is interested in helping to promote your business. Through communications with residents in the Village newsletter which goes to all 52,000 Village residents, our YouTube channel, Facebook page, and other media outlets we can help get the word out about your business. We invite you to hold a “Grand Opening” to commemorate your decision to do business in Hoffman Estates.

Sales Tax
Rates for Hoffman Estates, effective January, 2013:

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<thead>
<tr>
<th></th>
<th>General Merchandise</th>
<th>Food</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State</strong></td>
<td>5.25%</td>
<td>5.25%</td>
<td>5.25%</td>
</tr>
<tr>
<td><strong>Village</strong></td>
<td>1.00%</td>
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<tr>
<td><strong>Home Rule (Village)</strong></td>
<td>1.00%</td>
<td>1.00%</td>
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<tr>
<td><strong>County</strong></td>
<td>0.75%</td>
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<td><strong>RTA</strong></td>
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<td>1.00%</td>
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<tr>
<td><strong>Food &amp; Beverage</strong></td>
<td></td>
<td>2.00%</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td>9.00%</td>
<td>11.00%</td>
<td>7.25%</td>
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Poplar Creek at 59/90 is an emerging Entertainment, Dining, and Shopping District north and west of the intersection of Illinois Route 59 and I-90. The Sears Centre Arena, Cabela’s (the World's Foremost Outfitter), shopping, lodging and restaurants are gathering points for visitors, employees and residents. Go to www.59-90.com or www.VisitHoffman.com to learn more.

Hoffman Estates is located along the Jane Addams Memorial Tollway along what has been coined the Golden Corridor because of the “gold” mine of economic profit for communities in the area. Fortune 500 company headquarters, office parks, industrial parks, entertainment centers, hotels, shopping centers and restaurants are located along the Golden Corridor.

Economic Development Questions?
Contact Kevin Kramer
Kevin.kramer@hoffmanestates.org
847-781-2662
The Village has three Tax Increment Financing (TIF) Districts which were implemented to improve struggling commercial areas and spur quality development.

### Barrington Square Town Center
Includes the Barrington Square Town Center shopping center and out-lots. Approximate budget for TIF-eligible projects: $13.5 million

### Roselle Corridor
Includes the Golf Center and Hoffman Plaza shopping centers and the adjacent out-lots. Approximate budget for TIF-eligible projects: $28 million

### Barrington and Higgins Roads
Restaurant lots, the Stonegate Conference and Banquet Center, and a vacant site envisioned for a future hotel. Approximate budget for TIF-eligible projects: $3.5 million
The Planning Division works with residents, businesses, property owners, and developers in the administration of Zoning and Subdivision Codes as well as to procedures relating to the use of land and structures.

Building Permit Pre-Application Meeting
If you are applying for a building permit for new commercial or residential construction, the Village suggests a planning meeting with Village staff. Plans submitted for permit with major deficiencies will slow review time and could increase costs. Technical staff will be present to answer any questions. The focus is on initial construction drawings and areas where attention should be given to ensure compliance with Village code. To schedule a meeting, call the Planning Division at 760-781-2660 or via email at planning@hoffmanestates.org.

Proper Zoning for Your Business: Zoning Map & Districts
When considering a commercial property, you must verify the zoning classification. The zoning map can be found on the Village’s website at www.hoffmanestates.org/planning. The zoning classification for the property dictates the permitted uses as well as the size and placement of the building on that parcel. Additional information on the specific zoning districts can be found in the Village Zoning Ordinance.

Site Plan Review Process
Certain uses are permitted in each zoning district while others may require approval as a Special Use by the Village Board through the Planning and Zoning Commission. The Village’s Planning and Zoning Commission reviews plans and formulates a recommendation that is forwarded to the Village Board for action. Typical items reviewed by the Commission include but are not limited to, residential and commercial subdivisions, site plan amendments, rezoning, text amendments, and special use permits. To download the appropriate forms, visit www.hoffmanestates.org/PZC.

Comprehensive Plan
The Village’s Comprehensive Plan is available at www.hoffmanestates.org/CompPlan. This document contains demographic, housing, economic, and development data and contains policies that guide growth and development. The document also contains long range and specific area improvement plans.

Signage & Sign Permits
You will need to submit a Permit Addendum with your sign permit application and other submittals. The Village Sign Code is Section 9-3-8 of the Zoning Code and may be accessed here. Contact Daniel Ritter at 847-781-2670 with further sign questions.

Planning, Building, or Code Questions?
Contact Peter Gugliotta
peter.gugliotta@hoffmanestates.org
847-781-2665

The Village is focused on improving environmental sustainability through its Green Business Recognition program. The program recognizes businesses that make small sustainable improvements that add savings to the bottom line. To learn how your business can be recognized as a Green Business visit, www.hoffmanestates.org/greenbusiness.
Building and Code

The Code Enforcement Division is responsible for the safety and welfare of residents and businesses through ensuring compliance with building, health, and property maintenance codes. Code issues permits for all commercial construction in the Village, ensuring that new structures, additions, and remodeling projects are safe.

Building Permits
All work involving structural, electrical or plumbing alterations, additions or work that effects the exterior of the building (including apron driveways, commercial antennas, decks, demolition, fences, fire pits, siding, signs, tens or windows and doors) requires a building permit. The permit review and inspection process protects the business by ensuring construction is built to code standards and the site is safe for the public. Plan submittals are accepted from 8:30am - 4:30pm. For more information, contact Ray Norton at 847-781-2638, Raymond.Norton@hoffmanestates.org or go online to obtain a Building Permit.

Contractor’s Registration
All construction companies performing work within the Village of Hoffman Estates must maintain a current Contractor's License and obtain valid building permits with the Village. A license can be obtained here, along with other documents required for permits. For more information, contact Building & Code at 847-781-2631.

Building Inspections
After the permit has been obtained and work commenced a building inspection can be scheduled. All inspections must be scheduled at least twenty-four (24) hours in advance and must be scheduled by Village staff; do not leave a request for an inspection on a voicemail. Inspectors are scheduled from 7:30am - 4:30pm. Refer to the Building Department’s website for more information on inspection times and building codes. To schedule a building, mechanical, electrical or plumbing inspection call 847-781-2631. For all fire sprinkler and fire alarm inspections or consultations, contact the Fire Inspector, Scot Neil at 847-843-4835 or scot.neil@hoffmanestates.org.

Certificate of Occupancy
According to the Village Code, Section 11-6-3.f, “A Final Certificate of Occupancy shall only be issued once all improvements required under the Village Code and the Village Board approved plan, documents and conditions are completed by the developer, and inspected and approved by the Village”. Contact Building and Code to receive a CO or for more information, call 847-791-2631.

Property Maintenance
All businesses and residents are required to comply with the property maintenance code as adopted by Village Ordinance. Only exteriors of properties are inspected, unless permission is given for the interior. Should you like to report a maintenance issue a request can be made on the Village Q&A System. For more information, contact the property maintenance division at 847-781-2631.

Adopted Building & Safety Codes
The Village Municipal Code is available at www.hoffmanestates.org by clicking on the menu bar at the top of the screen.

- 2009 International Code Council Family of Codes
- 2011 National Electrical Code
- Illinois Plumbing Code
- Illinois Accessibility Code
- Illinois Food Sanitation Code
- Illinois Elevator Safety and Regulation Act

Contact Ray Norton with questions about these codes at raymond.norton@hoffmanestates.org or 847-781-2638
The Transportation and Engineering Division covers a large array of tasks in the planning, design, review, construction, inspection and operation of public and private infrastructure.

Road Construction Updates
The Village of Hoffman Estates performs its own engineering design and planning on many of its projects. Large regional work involves cooperation with outside agencies such as Cook County, the Illinois Department of Transportation (IDOT), the Illinois Tollway, and the Federal Highway Administration.

For a list of current Village-sponsored road construction projects, visit, www.hoffmanestates.org/roadconstruction.

Public Transit to Move Your Business
- The Hoffman Estates Taxi Discount Program is designed to help make travel by taxi more affordable to destinations not served by other transit for senior, disabled, and low income populations.
- There are six Pace bus routes in the Village that link residents to major commercial and employment corridors.
- Metra operates commuter rail service on two nearby rail lines. These are the Union Pacific Northwest Line with stops in Barrington and Palatine, and the Milwaukee District West Line with stops in Schaumburg, and Roselle.

Bike to Work
The Village of Hoffman Estates has a fairly comprehensive network of on-street and off-street bicycle paths connecting many of the Village’s residents to businesses. Visit www.hoffmanestates.org/bicycle for a map of the network.

Drainage Investigations
The Village Transportation and Engineering Division offers a free drainage investigation service.

Public Right-of-Way Changes
Consult with the Village before making any changes to the public right-of-way (including, but not limited to, constructing, enlarging, altering, repairing, moving, improving, removing, excavating, or demolishing).
The Public Works Department is responsible for the maintenance and repair of Hoffman Estates infrastructure. This includes streets, parkways, water and sewer systems, creeks and drainage swales, municipal grounds, traffic control signs, and roadway lighting.

**Snow & Ice Removal**
The Public Works Department's Snow & Ice Control Program provides snow removal and ice control for 158 center lane miles, 367 culs-de-sac, 10 parking lots, and sidewalks adjacent to all Village buildings. Snow and ice operations are to ensure all Village streets are cleared of snow/ice within 14 hours after snow has stopped for any given snowfall amount. If you have an issue with the removal of snow and ice along a public street near your business, please call 847-490-6800.

**Water Unit**
The Department's water unit responsibilities include water supply, distribution, and quality assurance. Wells are exercised on a monthly basis with water samples taken to meet IEPA quality standards. The Department also assists businesses in investigating high-water usage if the business cannot determine the cause, and in implementing the Village's Cross Connection Control and Backflow Prevention Program. Call 847-490-6800 if you have a water leak and need assistance.

**Village Traffic Unit**
The Department's Traffic Operations unit provides for maintenance of Village owned street lights, posting of traffic control signage, asphalt patching and minor repairs of Village roadways that facilitate the safe and efficient flow of traffic on Village streets.

**Sanitary Sewer Unit**
The Department's sanitary sewer unit is responsible for the operation and maintenance of the sanitary sewer system to provide commercial and industrial sanitary sewer users with a system that is safe and adequate in capacity while preventing costly and potentially hazardous sanitary sewer backups. Business owners are responsible for the proper care and maintenance of their sewer service line beginning at the business and up to where it connects with the Village sewer main. Should a sewer blockage occur, contact Public Works, and a customer service representative will come to your business and determine where the problem is. If the problem is a blockage in the Village main line, a Village crew will be dispatched to clear the obstruction.

Questions?
Contact Public Works
PublicWorks@hoffmanestates.org
847-490-6800
Business & Liquor License
All businesses operating in Hoffman Estates must have a business license. These are obtained from the Clerk’s Office. Business license applicants are responsible for reviewing the Commercial Waste & Recycling Information, Occupancy Update Form and the False Alarm Ordinance. Upon review, a license application for Business or General Premise categories can be downloaded. All of these documents are available at www.hoffmanestates.org/businesslicense.

Business Directory
The Village of Hoffman Estates maintains a directory of area businesses by business type at www.hoffmanestates.org/businessdirectory. Email the Village Clerk to get your business included in the directory.

Freedom of Information Act (FOIA)
It is the policy of the Village of Hoffman Estates to fill all requests for public documents in as timely a fashion as possible. In order to assist and have a record of your request, we ask that all requestors use the complete a FOIA Request Form at www.hoffmanestates.org/FOIA.

Groot Waste Services
877-775-1200
www.groot.com

Refuse & Recycling Collection
The Village of Hoffman Estates contracts Groot to collect refuse and recyclables from Village properties. Businesses in the Village are required to independently contract for their own services through Groot. Collection for properties NORTH of I-90 is on Monday. Collection for properties SOUTH of I-90 is on Wednesday.

Participating in Special Events
All special events that are held on Village property and/or deemed to significantly impact operations, requiring street closures, requiring closure of Village parking lots and/or the use of Village owned-property, or open to the general public require a Special Events Permit. The application for a special event can be found on the Village website. For more information regarding Special Events, contact Austin Pollack at 847-781-2616 or austin.pollack@hoffmanestates.org.
Liquor Server Training
All liquor license holders are required to provide state-certified BASSET training for their employees. The purpose of the training is to teach employees how to properly ask for identification, learn the risks and obligations of serving alcohol and techniques for handling intoxicated patrons. The Village requires that each establishment notify the Police Department of the name of each employee within 72 hours of employment and set an appointment for BASSET training, if the employee does not possess a valid certificate. Copies of BASSET certificates should be mailed to the police department as well as kept at the establishment. For further information, contact Christine Kasper at 847-781-2868 or by email at christine.kasper@hoffmanestates.org.

Crime Prevention
The Crime Prevention Division offers businesses tips on keeping their establishment and employees safe. Go to their website to find information on how to prevent identity theft or burglaries. To make the Village of Hoffman Estates a safer place the PD also offers a way to notify them anonymously about illegal activity through a police tip line and by training the community on how to describe a suspect.

Public Education
The mission of the Fire Prevention Bureau is to create a safe environment for the business community through education, prevention, investigation and enforcement of codes/ordinances to prevent injury and loss of life and property. If your business, club or organization needs a speaker on fire safety or emergency medical services call the Fire Prevention Bureau at 847-843-4835.

Community Services
Members of the Fire Department will train area business employees in the proper techniques and use of portable fire extinguishers. This involves video demonstrations and outside hands-on training with live pan fire extinguishments. In addition, the FD offers CPR/AED training classes to anyone interested. All courses are taught by American Heart Association (AHA) trained and certified instructors. There is a small fee to these classes; registration required.
Illinois Department of Commerce & Economic Opportunity (DCEO)
100 West Randolph Street
Chicago, IL 60601
312-814-7179
www.commerce.state.il.us/dceo
The department’s website offers links to Business Assistance, Workforce Development and Facts & Figures. An excellent resource is the handbook, *Starting a Business in Illinois*, which can be found on the DCEO website. To find out more about DCEO, contact Joe McKeown at Joseph.McKeown@illinois.gov.

Illinois Department of Employment Security
312-793-5280
www.ides.state.il.us
The Department of Employment Security helps job seekers find jobs and employers find workers. The department also offers other services such as unemployment insurance, employment and training programs, payroll tax filing, and career and labor market information.

Illinois Department of Financial & Professional Regulation
100 West Randolph Street
Chicago, IL 60601
Banking: 312-793-3000
Financial Institutions: 312-814-2000
Professional Regulation: 312-814-4500
www.idfpr.com
The Department’s mission is to protect and promote the lives of Illinois consumers by ensuring that license qualifications and standards for professional practice are properly evaluated, applied and enforced. IDFPR oversees professionals in nearly 100 industries by licensing everything from architects to barbers to veterinarians. A complete list of all professions or business which require a license can be found on the department’s website.

Illinois Department of Revenue
100 West Randolph Street
Chicago, IL 60601
312-814-5232
www.revenue.state.il.us
The Department of Revenue serves as the tax collection agency for local governments. The department also administers the state’s lottery and regulates the manufacture, distribution, and sale of alcoholic beverages.

Illinois Department of Labor
160 North LaSalle Street
Chicago, IL 60601
312-793-2800
www.state.il.us/agency/idol
The Labor Department promotes and protects the rights, wages, welfare, working conditions, safety and health of Illinois workers through enforcement of state labor laws.
Where Businesses Converge

Cook County Bureau of Economic Development
69 West Washington Street, Suite 3000
Chicago, IL 60602
312-630-1077
www.cookcountyil.gov/EconomicDevelopment
The mission of the Bureau of Economic Development for Cook County is to foster economic development and job growth within Cook County; and to strategically leverage resources and provide efficient professional management to bring about the former statement. Recently the county has worked to establish itself as a place to locate and grow a business by offering new and renewed business incentives and loan programs. Programs such as the BUILT 50-40 loan; the BUILT in Cook Loan fund; Class 6b and 7b tax reductions; along with their new 6b SER tax rebates for existing businesses. Taxes in Cook County don’t have to be higher than surrounding counties. Take a look on their website below to find more ways Cook County can help or contact Courtney Pogue in the at courtney.pogue@cookcountyil.gov or go to blog.cookcountyil.gov/economicdevelopment.

Cook County Assessor’s Office
118 North Clark Street, Room 320
Chicago, IL 60602
312-443-7550
www.cookcountyassessor.com/
The Assessor's Office is responsible for setting fair and accurate values for all parcels in Cook County. In addition to working with other government agencies to stimulate economic development, job creation and the construction of affordable housing, they also seek to help owners better understand the assessment process and take advantage of money-saving exemptions.

Workforce Development Assistance

Golden Corridor Advanced Manufacturing Partnership
847-815-6729
info@gcamp.org
www.gcamp.org
The Golden Corridor Advanced Manufacturing Partnership (GCAMP) is a diverse group of employers, education institutions, training programs, local government, and other stakeholders who share the goal of ensuring the “Golden Corridor” continues to be a leader in manufacturing. The Golden Corridor extends along I-90 from Bensenville to Huntley and with more than 85,000 workers in manufacturing is a manufacturing leader not just in the region, but nationally. The group, active since 2009, has been instrumental in making employment connections, marketing events, and raising awareness on the opportunities within advanced manufacturing.

Chicago Cook Workforce Partnership
69 West Washington Street, Suite 2860
Chicago, IL 60602
312-630-0200
www.workforceboard.org/
The Chicago Cook Workforce Partnership is a non-profit organization that oversees federal, public and private funding for free workforce development programs aimed at assisting job-seekers and businesses throughout the Cook County region, including Hoffman Estates. The Partnership works with businesses, community colleges, workforce centers and delegate agencies to help people find careers in high-demand industries.
HOFFMAN ESTATES

BACKGROUND

Founded
1959

Population
52,659 (2014)

Land Area
22.1 Square Miles

Government
Council-Manager

PUBLIC SAFETY

Police
105 sworn officers
47 civilian personnel
40 vehicles
1 canine unit

Fire
4 fire stations
101 sworn firefighters
4 civilian personnel
34 vehicles

POSTAL SERVICE

Post Office located on Gannon Drive between Golf and Higgins Roads. Zip Codes: 60069, 60192, 60179, 60010, 60067

LODGING

8 hotels in the Village;
1,200 rooms available

RESTAURANTS

90 Village restaurants featuring several cuisines

TRANSPORTATION

Roadways
Interstate 90 (Jane Addams Memorial Tollway)
6 state & county highways with regional significance

Commuter Rail
Metra Rail Stations nearby on Springinsguth Road (Schaumburg) and Northwest Highway (Palatine)

Airports
- O’Hare International Airport
- Schaumburg Regional Airport
- DuPage Regional Airport

DIRECTIONS TO VILLAGE HALL

From the North
Take Route 53 south to I-90; Take I-90 west to Barrington Road (south); Exit at Barrington Road (south); Barrington Road south to Hassell Road; (first stop light); Turn left (east) on Hassell Road to second stop sign (Huntington Boulevard); Turn left into Village Hall parking lot.

From the South
Take I-290 or I-355 to I-90; Take I-90 west to Barrington Road (south); Exit at Barrington Road (south); Barrington Road south to Hassell Road; (first stop light); Turn left (east) on Hassell Road to second stop sign (Huntington Boulevard); Turn left into Village Hall parking lot.

From Chicago
Take I-90 west to Barrington Road (south); Exit at Barrington Road (south); Barrington Road south to Hassell Road; (first stop light); Turn left (east) on Hassell Road to second stop sign (Huntington Boulevard); Turn left into Village Hall parking lot.

From the West
Take I-90 east to Route 59; Route 59 north to Higgins Road (Route 72); Turn right (east) on Higgins Road to Barrington Road; Turn left (north) on Barrington Road to Hassell Road (first stop light); Turn right (east) on Hassell Road to second stop sign (Huntington Boulevard); Turn left into Village Hall parking lot.

DEMOGRAPHICS

Primary Statistics
18,457 – Total Households
2.83 – Persons per Household
37.9 – Median Age
$55,429 – Per Capita Income
$77,081 – Household Income

Education
15.5% - Graduate Degree/Doctorate
27.6% - Bachelor’s Degree
29.6% - Associate’s Degree/Some College
18.4% - High School Diploma

Age
19.7% - 0-14 Years
26.5% - 15-34 Years
28.6% - 35-54 Years
20.7% - 55-74 Years
4.6% - 75+ Years

Race
63.2% - White
22.6% - Asian
16.7% - Hispanic or Latino
4.6% - Black