



BUSINESS REGISTRATION

CONTACT

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INFORMATION

All businesses operating within the Village of Glen Carbon are required to register with the Village no later than January 31 of each year.

Businesses failing to register prior to January 31 will be charged a \$25.00 late fee. If upon multiple attempts to contact the Owner/Agent for annual registration and payment of the late fee, a Notice of Violation will be issued. If the Notice of Violation goes unnoticed, you will receive a Citation and will be required to attend an Adjudication Court Hearing. If your business is an LLC, you will be required to have legal representation present during your Hearing.

All businesses, unless otherwise notifying the Village, will receive an emailed copy of their Business Registration once it has been processed.

INSTRUCTIONS

Complete the application in its entirety. Incomplete applications will be returned. Use N/A if a question does not apply.

1. Attach copies of any Federal, State or County Licenses or Certificate held, if applicable.
2. Newly registered businesses must include a floor plan of the business with size dimensions (existing businesses that have previously submitted a floor plan with no recent changes and Home Occupations are excluded from this requirement).
3. Inspections are required for all new businesses prior to opening to the public (Home Occupations are generally excluded, dependent upon the type of business).
4. If the business is occupying a newly constructed building, the Final Certificate of Occupancy must be approved in addition to an approved Business Registration Application.
5. Inspection requests must be submitted to: inspections@glen-carbon.il.us
6. Other governmental entities or agencies may perform independent inspections, per their guidelines and regulations. You must contact them directly.

HOME OCCUPATIONS

Home Occupation regulations can be found in Chapter 10, Section 10-14-4 (C) of the Village Code. The following regulations will be strictly enforced:

1. The home occupation shall be conducted within the dwelling which is the bona fide residence of the principal practitioner or in any building accessory thereto which normally associated with a residential use.
2. No stock in trade shall be displayed or sold on the premises.
3. No alterations to the exterior appearance of the principal residential building or premises shall be made which changes the character thereof as a residence.

4. No outside display of goods or outside storage of equipment or material used in the home occupation shall be permitted.
5. No persons other than a member of the immediate household occupying such dwelling shall be employed on the premises.
6. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall under no circumstances change the residential character thereof.
7. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street.
8. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.
9. No signs accessory to such home occupation shall be displayed except as permitted or authorized by applicable Village sign regulations; and
10. A home occupation shall be subject to all applicable Village occupational licenses and permits.

PROHIBITED SIGNS

The following types of signs are specifically prohibited in the Village:

1. Signs visible from a public right-of-way that imitate, blend or conflict with, or that may be confused with traffic signals and signs. Such signs shall include, but not be limited to, signs that are limitations of "stop", "go", "caution", "danger", or "warning" signs.
2. Signs that are of a size, location, movement, or illumination as may be confused with or construed as a traffic control device or which might obstruct from view any traffic or street sign or signal.
3. Signs that advertise an activity, business, product or service no longer conducted on the premises upon which the sign is located. Such signs shall be removed within thirty (30) days of written notification to the owner.
4. Signs on public land, except those erected at the direction of or with the permission of an appropriate public authority.
5. Pennant signs.
6. Moving signs.
7. Strips or strings of lights used to call attention to a use or occupancy by outlining property lines, sales area, rooflines, doors, windows, wall edges, or other architectural features of a building site.

Exempted from this provision are:

- a) lighting in residentially zoned districts displayed from November 1 through January 15; and

b) lights which are an integral architectural feature of the original design of a structure as approved by the Planning and Zoning Commission. (The use of exposed neon is governed by subsection H of this section.)

8. Snipe signs.
9. Unkempt or unsightly signs.
10. Roof signs.
11. Signs which project more than fourteen inches (14") from the face of the building.
12. Any sign structure which no longer supports a sign. Exempted from this subsection is a sign structure which is temporarily void of a sign due to a permitted alteration or repair. A sign permit or an application for a sign permit for this alteration or repair must be on file with the Department of Public Works and said alteration or repair must be completed within one month of the issuance of the approved sign permit.
13. Permanent or temporary window signs above the second floor, including lettering painted or applied to glass, and temporary promotional displays.
14. Portable signs, including sign walkers.
15. Billboards.
16. Light pole artwork signs.
17. Signs in the public right-of-way.
18. Any vehicle displaying permitted vehicular signs and representing a business operating within the Village limits shall park said vehicle behind the building in a designated parking space if said parking is available. In the event that no parking is available behind the building, then in that event said vehicle shall be parked behind the front building line within a properly designated parking space. Where such parking is not available, said vehicle shall be parked as far from the right-of-way and in the least visible area as possible.

PROHIBITED SIGNS

PENNET SIGNS



MOVING/INFLATABLE SIGNS



SIGN WALKERS



FLASHING SIGNS

Strings/Strips of Lights.
Flashing "OPEN" or Similar Signs.



PROHIBITED SIGNS

FEATHER/FLAG BANNERS



VEHICLE SIGNAGE

Cannot be parked in front of building or visible from the Right-of-Way.



BANNERS

SIGN PERMIT REQUIRED
Attached to building only.
Max of 4 weeks per year.



TEMPORARY/SNIPE SIGNS

Limited number allowed.
Cannot exceed 90 days.
Cannot be off-site.
Cannot be placed in Right-of-Way.



BUSINESS APPLICATION

GLEN
CARBON

TYPE	X
New Business	
Renewal	

TYPE	X
Commercial	
Limited Liability	
Home Occupation	
Non-Profit	
Limited Partnership	
Professional Corporation	
Sole Proprietorship	
Other:	

GENERAL INFORMATION

Zoning Designation	
SIC Code (if known)	
Year Business Started	
Year Business Started in Glen Carbon	
Email Where Registration is to be Sent	

BUSINESS INFORMATION

Name of Company		
Physical Address		
Doing Business As (d/b/a)		
Telephone		
Email		
Mailing Address		
Number of Employees	Full Time:	Part Time:
Hours of Operation		
Federal Employee Identification No. (FEIN)		
Illinois Business Tax No.		
Is this a Home-Based Business?		
Is this a Food Service Business?		

GIVE A BRIEF EXPLANATION OF THE DAY-TO-DAY OPERATIONS

LIST FEDERAL, STATE OR COUNTY LICENSEE OR CERTIFICATES HELD

LIST ANY TOXIC, FLAMMABLE OR HAZARDOUS MATERIAL STORED ON SITE	LOCATON STORED

BUSINESS OWNER	
Name	
Name of Company	
Address	
Telephone	
Email	

BUSINESS MANAGER/AUTHORIZED REPRESENTATIVE	
Name	
Name of Company	
Address	
Telephone	
Email	

CORPORATE INFORMATION	
Name	
Name of Company	
Address	
Telephone	
Email	

ALARM COMPANY	
Name	
Name of Company	
Address	
Telephone	
Email	

INDICATE WHICH DOCUMENTS ARE ATTACHED	X
Copies of any Federal, State or County Licenses or Certificate Held	
Floor Plan of the New Business with Size Dimensions or Building & All Rooms	
Home Occupation Letter, if applicable	
Madison County Health Department Certification	
Other:	

ACKNOWLEDGEMENT

By signing this Business Registration Application, I represent that all information is complete and accurate. I understand the Village Code as it pertains to Business Registration (Section 3) Zoning Regulations (Chapter 10). I also understand that any false information provided in this Application may be utilized to revoke my business registration.

I am aware of all applicable Homeowner's Association Covenants that many pertain to the operation of home occupations and do hereby affirm that I am in compliance with the same, if applicable.

I acknowledge that the Village of Glen Carbon strictly upholds its sign regulations as it relates to types, sizes, and placement of all signage within the Village. I understand that I must contact the Department of Building and Zoning before installing any signage in the Village.

PRINTED NAME OF OWNER	SIGNATURE OF OWNER	DATE

PRINTED NAME OF OWNER	SIGNATURE OF OWNER	DATE

FOR OFFICE USE	
Date Application Received	
Zoning Designation Approved	
SIC Code Approved	
Occupancy Inspection Scheduled (Home Occupations Excluded)	
Approved By	
Date Approved	

ORDINANCE NO. 22-220
**AN ORDINANCE REQUIRING THE INSTALLATION AND
MAINTENANCE OF A KEY LOCK BOX FOR
FIRE PREVENTION PURPOSES WITHIN THE
GLEN CARBON FIRE PROTECTION DISTRICT**

WHEREAS, the Glen Carbon Fire Protection District is a public fire protection District organized under and governed by the Illinois Fire Protection District Act (70 ILCS 705/ 0.01 et seq.); and

WHEREAS, the Glen Carbon Fire Protection District provides public fire protection services to the residents and property owners District; and

WHEREAS, the Board of Trustees of the Glen Carbon Fire Protection District has determined that the proper regulation and prevention of fire requires that access or key boxes be installed on certain structures for fire safety purposes in order to enable the Fire Department to readily access the interior of such structures in responding to fire alarms and emergency calls to the premises on which such structures are located for life saving purposes without forced entry and the attendant cost, damage to property, and time consuming efforts occasioned by forced entry; and

WHEREAS, Section 11j of the Illinois Fire Protection District Act (70 ILCS 705/11j) authorizes the board of trustees of a fire protection district to require, by ordinance, the installation of an access or key box if a structure is protected by an automatic fire alarm or security system or access to or within the structure or area is unduly difficult because of secured openings and immediate access is necessary for life-saving purposes.

NOW, THEREFORE, THE PREMISES CONSIDERED, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE GLEN CARBON FIRE PROTECTION DISTRICT:

Section 1. That the recitals set forth above are expressly incorporated in this Ordinance.

Section 2. That the following types of structures shall, from and after the effective date of this Ordinance, have installed and at all times maintained, a key lock box to the right of and at or within four (4) feet of the main (front) entrance of the structure at a height of no lower than four (4) feet and no higher than five (5) feet from the finished grade at that location or at such other location as may be designated by the Deputy Fire Chief of the Glen Carbon Fire Protection District Fire Department:

- a. Commercial or industrial structures which have automatic fire alarm or fire suppression systems or which are secured in a manner which may restrict entry during an emergency when access by the fire department is required;

and any commercial structure with multiple occupancies must have a key lock box for each storefront or occupancy unit;

b. Multi-family residential structures which have restricted access through locked doors with a common access corridor to living units within the structure;

c. Governmental structures, health care facility, nursing care or rehabilitation living facilities, institutional living facilities which are not staffed on a twenty four hour per day basis and afford accessibility to all areas of such structures on a continuous basis, provided, that in the case of a health care facility which is secured by an electronic code box that is in good working order, if the owner of the health care facility provides the Fire Department with a valid access code, then that facility will not be required to install an access or key box.

d. Schools, churches, and other structures in which assemblies occur.

Section 3. That this Ordinance and the requirements set forth herein will take effect and be applicable according to the following schedule:

a. All structures built or constructed following the date that this Ordinance takes effect and which are required to have a key lock box installed and maintained on the structure shall have same installed prior to the occupancy of the structure.

b. Any existing structure to which a repair, modification, or remodel that would require the issuance of a permit is made following the date that this Ordinance takes effect and which is required to have a key lock box installed and maintained on the structure shall have same installed at the time of the repair or modification, but no later than thirty (30) days from the date of completion of the repair or modification.

c. Any existing structure the ownership of which changes following the date that this Ordinance takes effect and which is required to have a key lock box installed and maintained on the structure shall have same installed within thirty (30) days of the date of the change in ownership.

Section 4. That the type of key lock box system to be used within the Glen Carbon Fire Protection District will be of an approved type listed in accordance with the most recently published version of Underwriters Laboratories standard 1037 and shall contain keys to gain access as required by the Fire Chief of the Fire Department of the Glen Carbon

Fire Protection District or his or her designee. All building plans which are submitted to the Fire Department for approval must denote the installation and location of the required key lock box on the structure. The Fire Chief, or his or her designee, will make suggestions or requirements for certain keys to be placed in the key lock box. It will be the responsibility of the owner of the structure to purchase and install the key lock box on structures required by this Ordinance to have such a key lock box. Structures with a secondary entrance or multiple entrances may be recommended by the Fire Department to install a key lock box at such additional entrances if doing so will improve emergency access to the structure by the Fire Department.

Section 5. That from and after the installation of the access or key box on a structure, the owner or occupant of the structure shall store a key to the structure which will allow access to the structure by the Fire Department in response to a fire alarm or other emergency at the structure. Within thirty (30) days of a change in ownership or occupancy of a structure with an access or key box or a change in the locks on the entrance to the structure, the Fire Department will be notified of the change and a current key to the entrance of the structure will be placed in the access or key box.

Section 6. That the Fire Chief of the Glen Carbon Fire Protection District may except a structure from the requirements of this Ordinance if the building or structure has on-site 24 hour per day, 7 days per week, 365 days per year continuous security personnel present.

Section 7. That any person who fails to comply with the provisions of this Ordinance shall be guilty of a petty offense and may be fined not more than \$750.00 with each day that such offense continues to constitute a separate offense.

Section 8. That all other ordinances in conflict with the provisions of this Ordinance are hereby repealed.


Section 9. That should any part or provision of this Ordinance be found by a Court of competent jurisdiction to be invalid or unenforceable, that determination shall not affect the remaining provisions of this Ordinance.

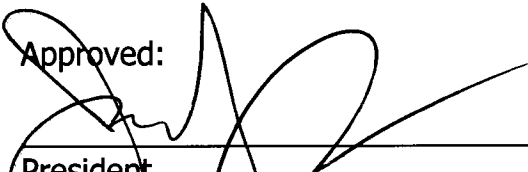
Section 10. That this Ordinance shall take effect from and after its passage, approval and publication as may be required by law.

PASSED by the Board of Trustees of the Glen Carbon Fire Protection District, this _____ day of _____, 2022 and filed with the Secretary of the Board of Trustees of the Glen Carbon Fire Protection District the same date.

Ayes: 4

Nays: 0


Secretary
Board of Trustees
Glen Carbon Fire Protection District

Approved: 

President
Board of Trustees
Glen Carbon Fire Protection District

Date: 3-29-2022, 2022

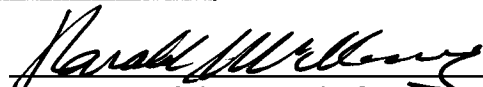
CERTIFICATE

The undersigned Secretary of the Board of Trustees of the Glen Carbon Fire Protection District, a Fire Protection District organized and existing under the laws of the State of Illinois, certifies that on the day and date hereof, he was the duly appointed, acting and qualified Secretary of the said Fire Protection District; that in his capacity as Secretary he is the official keeper of the records, minutes and resolutions of the said Fire Protection District; and that the document attached hereto is a true and correct copy of the Ordinance No. 22-220 entitled:

AN ORDINANCE REQUIRING THE INSTALLATION AND MAINTENANCE OF A KEY LOCK BOX FOR FIRE PREVENTION PURPOSES WITHIN THE GLEN CARBON FIRE PROTECTION DISTRICT

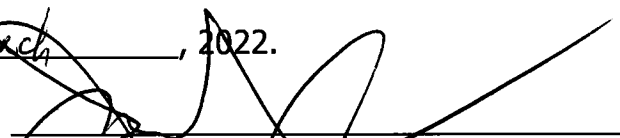
the original of which is part of the official records of the said Glen Carbon Fire Protection District.

Dated this 29 day of March, 2022.


Secretary of the Board of Trustees
of the Glen Carbon Fire Protection
District

The undersigned certifies that on the day and date hereof, he was the duly appointed, qualified and acting President of the Glen Carbon Fire Protection District; that on the day and date hereof _____ was the duly appointed, qualified and acting Secretary of the Glen Carbon Fire Protection District and in such capacity was the keeper of the official records, minutes and resolutions of the said Fire Protection District.

Dated this 29 day of March, 2022.


President of the Board of Trustees
of the Glen Carbon Fire Protection
District