



BARRINGTON
Be Inspired

New Business Checklist

Village Hall • 200 S. Hough Street, Barrington, IL 60010
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The following documents are required (if applicable) to open and operate a business within the Village of Barrington. Prior to signing a lease, please schedule a meeting with the Village of Barrington staff to discuss doing business within the Village.

- Business Registration/Zoning Certificate.** A completed and approved Business Registration/Zoning Certificate confirms that your business can legally operate at the proposed location, under the Village of Barrington's Zoning Ordinance. An approved certificate is required prior to the issuance of a Certificate of Occupancy, Building/Sign Permit, Architectural Review Commission approval or Establishment of a Home Occupation. Contact the Development Services Department for licensing application and details.
- Food Establishment License.** License is required for any food dealer (distribution of packaged food) or any food establishment (preparation and distribution of food). Contact the Village Manager's Office for licensing application and details.
- Liquor License.** License is required for the sale of alcohol either on or off premises. Contact the Village Manager's Office for licensing application and details.
- Amusement License.** License is required for any table game, machine or device which may be operated. Contact the Village Manager's Office for licensing application and details.
- Tobacco License.** A completed and approved Special Use permit is required for any business establishment that sells or offers for sale any tobacco and/or alternative nicotine products. Contact the Development Services Department for more information on the Special Use process. In addition, a tobacco license is required for the sale of tobacco and/or alternative nicotine products. Contact the Village Manager's Office for licensing application and details.
- Massage License.** A completed and approved Special Use permit is required for any business establishment that provides massage services. Contact the Development Services Department for more information on the Special Use process. In addition, a massage license is required for any establishment providing massage services. Contact the Village Manager's Office for licensing application and details.
- Building Permit.** All work involving structural, electrical, HVAC, and/or plumbing alterations, additions or any work that effects the weather-tight envelope of the building requires a building permit. A permit is also required for all exterior work and certain alterations to the building or structure may be required to meet Illinois Accessibility Code standards, which could include the installation of ramps or elevators. Contact the Development Services Department for permit applications and details.
- Fire Suppression & Fire Alarm Permits.** Remodeling, reconstruction or alteration of 50% or more of the aggregate net floor area of the building or structure or a change of occupancy of any portion of the building or structure to an occupancy type having a higher fire grading will require fire suppression and fire alarm permits. Contact the Development Services Department for permit applications and details.
- Sign Permit.** A building permit is required for any new permanent signage being placed on the tenant space or subject property. Contact the Development Services Department for permit applications and details.
- Outdoor Café Permit.** A license to operate an outdoor cafe may only be issued for the period and to a person who has a valid permit to operate a food establishment that also has a valid permit and approved Business Registration/Zoning Certificate. Contact the Development Services Department for permit applications and details.