



BUSINESS REGISTRATION

VILLAGE OF GLEN CARBON

DEPARTMENT OF BUILDING & ZONING

Physical Address: 151 Main Street

Mailing Address: P.O. Box 757, Glen Carbon, IL 62034

Phone: (618) 288-7502

Webiste: www.glen-carbon.il.us

Email Registration Forms to: kcrawford@glen-carbon.il.us

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. Include Home Occupation Letter, if applicable.
3. Newly registered businesses must include a floor plan of the business with size dimensions (existing businesses and Home Occupations are excluded from this requirement).
4. Inspections are required for all new businesses prior to opening to the public.
5. 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.
6. Inspection requests must be submitted to: inspections@glen-carbon.il.us

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

X	TYPE
	New Business
	Renewal

GENERAL INFORMATION

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

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

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:	

ACKNOWLEDGMENT

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 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

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