



City of Pekin  
111 S. Capitol St. Pekin, IL 61554  
309-477-2300 ■ [www.ci.pekin.il.us](http://www.ci.pekin.il.us)

## **New Business Checklist**

Please reach out to City staff with any questions or for more details about any of the items below. This checklist is just to give you a heads-up on City requirements generally applicable to a new business.

### Before You Buy

- ✓ Ensure proper zoning for your type of business.
  - You may need variances or special use approval if there are special considerations for your property.
- ✓ Check local incentives.
  - TIF grants for site work and building improvements.
  - Enterprise Zone tax benefits

### Before You Build or Remodel

- ✓ Ensure proper zoning for your planned improvements.
- ✓ Obtain a Pre-Occupancy Inspection (for existing buildings)
- ✓ Get building permits and inspections for any remodel work or improvements.
- ✓ Key Areas of Concern:
  - Life Safety (fire alarms, sprinklers, exits, etc.)
  - ADA (walkways, stairs, doors, bathrooms, etc.)

### Before You Open

- ✓ Get a certificate of occupancy from the Building Department even if you did no remodeling or other improvements.
- ✓ Get all required City licenses.
  - Business registration license (required for all businesses)
  - Other (liquor, tobacco, gaming, etc.) – ask City Clerk’s office.
- ✓ Set up for taxes.
  - Food and beverage (City)
  - Packaged liquor (City)
  - General sales taxes (State)
  - Business Development District (State)
- ✓ Ensure utilities are in your name.
- ✓ Check with County and State for any other requirements (health inspection, other licenses, etc.)

## Key City Contacts

<u>Department</u>	<u>Can help with</u>
<a href="#"><u>Community Development</u></a> Nic Maquet 309-478-5370	Building Permits and Inspections Zoning
<a href="#"><u>City Clerk's Office</u></a> Nicole Stewart 309-478-5415	Licensing Business Registration
<a href="#"><u>Economic Development</u></a> Josh Wray 309-478-5355	Local Incentives Site Selection
<a href="#"><u>Finance</u></a> Crystal Hornback 309-478-5335	Local Taxes
<a href="#"><u>Fire Department</u></a> Capt. Josh Peterson 309-477-2387	Fire Prevention and Inspections

## Other Contacts

### [Tazewell County Health Department](#)

309-925-5511  
tazcohth@tchd.net

### [Pekin Area Chamber of Commerce](#)

Amy McCoy, Executive Director  
309-346-2106  
info@pekinchamber.com

### [Small Business Development Center at Bradley University](#)

Eric Sampson, Director  
309-677-2992  
esampson@fsmail.bradley.edu