

A Guide to Opening a Business in Galesburg, Illinois



City of Galesburg
55 West Tompkins Street
Galesburg, IL 61401



Knox County Partnership for
Economic Development
200 E. Main Street, Ste. 200
Galesburg, IL 61401

Steps to Opening a Business in Galesburg, Illinois

There are a plethora of resources available in Galesburg to assist with starting or expanding a business. This guide serves as a road map of the necessary steps to open a business and identifies resources to assist entrepreneurs along the way.

1

The Knox County Area Partnership for Economic Development (KCAP)

[The Knox County Area Partnership for Economic Development](#) is a private, 501(c)6 non-profit organization that provides economic development services to Galesburg and the Knox County region. Contact the office at 309/343-1194 for assistance with opening a new business or expanding an existing business in Galesburg.

They can provide assistance with:

- Demographics
- Available sites and buildings
- Incentives & financing options
- Referral to resources, such as the [Small Business Development Center](#) for assistance with creation of a business plan
- Guidance through the steps of opening or expanding a business

2

Location Selection

Before a final location is selected for a business, it is very important to verify the zoning classification of the property and determine if the intended use for the business is appropriate in that zoning district. Site plan review is required for new construction or additions and changes in the use of existing buildings or parking lots.

Approval may also be required by the Planning and Zoning Commission for changes in use or special uses of the property. If the property is located within the local Historic District or a local landmark, approval by the Landmark Commission may be required. Contact the [City of Galesburg Planning Division](#) at 309/345-3619 to verify and discuss zoning requirements.

3

Building Permits

If the establishment of the business will require new construction or renovations to an existing building, construction permits may be required. Please review the information on the [Inspections](#) portion of the City of Galesburg website, as well as review the [FAQ for permit requirements](#). It is suggested to contact the City of

Galesburg Inspection Division at 309/345-3619 to discuss plans with the inspectors before beginning construction to determine if permits are required.

4

Inspections

During and upon completion of construction or renovation work, call the [City of Galesburg Inspections Division](#) at 309/345-3619 and the [Fire Marshall](#) at 309/345-3757 for required inspections.

5

Certificate of Occupancy

The City of Galesburg requires a final inspection of any new building, addition, or major remodel. A Certificate of Occupancy is issued after the project is completed and all legal requirements have been met. The occupancy of any new building, addition, or major remodel is unlawful until a Certificate of Occupancy is issued. Contact the

[Inspections Division](#) at 309/345-3619 for more information.

6

Utilities

Check with the appropriate utility companies for utility services for your business.

- Gas/Electric – [Ameren](#)
- Water – [City of Galesburg](#). Contact the City of Galesburg Finance Department at 309/345-3663 regarding opening new accounts.
- Refuse – [Waste Management](#) can be contacted at 309/343-0256.
- Wastewater Treatment – [Galesburg Sanitary District](#). A permit is required from the Galesburg Sanitary District, and they can be contacted at 309/342-0131. Any business using hazardous materials should contact the Galesburg Sanitary District to discuss their plans.

7

Signage

A permit is required to install, erect, repair, alter, relocate, demolish or dismantle a sign in the City of Galesburg. Review the [Sign Regulations Guide](#) and contact the [Planning Division](#) at 309/345-3619 to discuss allowable signs and obtain the appropriate sign permit application.

8

Food Establishments Licensing

In accordance with the Knox County Food Safety Ordinance, restaurants and retail food services are subject to licensing, certification for food service sanitation managers, routine inspections, and facility plan reviews. Contact the [Knox County Health Department](#) for more information at 309/344-2224.

9

Sidewalk Café Permit

If a business includes the use of a sidewalk café on any portion of a city sidewalk, an [Annual Sidewalk Café Application](#) will need to be submitted to the City of Galesburg for approval. Contact the [Galesburg City Clerk's Office](#) at 309/345-3610 for more information.

10

Liquor License

Businesses selling alcohol will need to obtain a City and State Liquor License. The City Liquor License will need to be approved prior to beginning the process of applying for a State Liquor License. For information on applying for a City of Galesburg Liquor License, contact the [City Clerk's Office](#) at 309/345-3610.

11

Business Specific Taxes

The City of Galesburg levies additional taxes for the sale of motor fuel, prepared food and liquor, and hotel/motel charges. A business operating in any of these classifications should review the tax forms and information found on the [Finance Department's website](#) and contact the City at 309/345-3646 for more information.

12

Other Necessary Steps – State and Federal Requirements, etc.

This guide focuses on necessary permits and requirements from the City of Galesburg. There are additional steps to take into consideration, including ownership structure, and business tax registration. The [Illinois Department of Commerce and Economic Opportunity](#) provides a [Step by Step Guide to Starting a Business in Illinois](#), which should be reviewed.

Resources



City of Galesburg

55 W. Tompkins Street
Galesburg, IL 61401

[City of Galesburg Website](#)

Planning & Public Works Department – 309/345-3619

Construction permits, zoning, business programs & services

City Clerk's Office – 309/345-3610

Liquor License, Sidewalk Café Permit

Finance Department – 309/345-3663

Water/Utility billing



Knox County Area Partnership for Economic Development

200 E. Main Street, Ste. 200, Galesburg, IL 61401

[Knox County Partnership Website](#)

309/343-1194

Galesburg Sanitary District

2700 West Main Street

Galesburg, IL 61401

[Galesburg Sanitary District Website](#)

309/342-0131

Knox County Health Department

1361 West Fremont Street

Galesburg, IL 61401

[Health Department Website](#)

309/344-2224

Galesburg Chamber of Commerce

200 E. Main Street, Ste. 200

Galesburg, IL 61401

[Galesburg Chamber Website](#)

309/345-1194

Small Business Development Center

Western Illinois University, Seal Hall 304

Macomb, IL 61455

[SBDC Website](#)

309/298-3040

IL Dept. of Commerce & Economic Opportunity

West-Central Region

[DCEO Resources](#)

[DCEO West Central Region](#)

309/343-1243

Ameren Economic Development

[Ameren Economic Development Website](#)

This document is not intended to be a legal document or comprehensive list of necessary steps for all business ventures. This document is intended to serve as a general starting point for entrepreneurs in Galesburg, Illinois.

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