

CITY OF BATAVIA BUSINESS ROADMAP

We are thrilled you are considering opening your new business, or expanding your existing business in the City of Batavia. We have put together this guide to help you navigate the process and access resources along the way.

The Community and Economic Development Department is here to help you at every step. Contact us at 630-454-2000.

STEP ONE Research & Business Plan	STEP TWO Form Your Business	STEP THREE Choose Your Location	STEP FOUR Site Selection & Approval	STEP FIVE Construction & Permits	STEP SIX Inspections	STEP SEVEN Operation
<ul style="list-style-type: none"> <input type="checkbox"/> Create a Business Plan <input type="checkbox"/> Create a Financial Plan <input type="checkbox"/> Get Assistance <input type="checkbox"/> Get Training 	<ul style="list-style-type: none"> <input type="checkbox"/> Choose Business Legal Structure <input type="checkbox"/> Register Your Business Name & Employer ID Number <input type="checkbox"/> Register State & Local Tax <input type="checkbox"/> Determine Special License Needs 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Location Needs, Ideals & Opportunity <input type="checkbox"/> Approve Zoning, Occupancy & ADA Compliance <input type="checkbox"/> Pre-Application Meeting with City Planning 	<ul style="list-style-type: none"> <input type="checkbox"/> Sign Your Contract or Lease <input type="checkbox"/> Implement Zoning or Occupancy Changes if Needed <input type="checkbox"/> Acquire Land Entitlement 	<ul style="list-style-type: none"> <input type="checkbox"/> Code Study <input type="checkbox"/> Apply Changes to Zone/Occupancy <input type="checkbox"/> Develop, Design, Submit & Review Construction Plans <input type="checkbox"/> Acquire Permits for Building & Construction 	<ul style="list-style-type: none"> <input type="checkbox"/> Utility Inspection <input type="checkbox"/> Fire Inspection <input type="checkbox"/> Public Health Inspection <input type="checkbox"/> Building Inspection <input type="checkbox"/> Meet Final Verification Codes & Requirements <input type="checkbox"/> Open for Business! 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand Employer Responsibilities <input type="checkbox"/> Understand Insurance <input type="checkbox"/> Understand Incentive Opportunities <input type="checkbox"/> Understand Resources Available
<p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> ● Accountant <p>HELPFUL RESOURCES</p> <ul style="list-style-type: none"> ● Waubensee Small Business Development Center ● SCORE ● Fox Valley Entrepreneur Center ● Batavia Public Library 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● State Department of Revenue ● IRS <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> ● Accountant ● Attorney 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● Planning ● Batavia Utilities ● Fire Department ● Public Health <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> ● Commercial Realtor ● General Contractor 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● Planning <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> ● Commercial Realtor ● General Contractor ● Architect 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● Planning ● Batavia Utilities ● Fire Department ● Public Health <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> ● Commercial Realtor ● Architect ● General Contractor 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● Planning ● Batavia Utilities ● Fire Department ● Public Health 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> ● Small Business Development Center ● Batavia Chamber & Economic Development ● Batavia Utilities & Economic Development ● State Department of Labor ● Batavia MainStreet