Thank you for attending your first appointment. Please utilize this *take-away* guide to record notes, information and next steps for your project.
Who do you need to contact when you leave?

Name:_______________________________
Title:________________________________
Phone: 779-348-7158
Email: businessfirst@rockfordil.gov

Permits:___________________________________________________

___________________________________________________

___________________________________________________

Timeline:___________________________________________

___________________________________________________

___________________________________________________

Costs:______________________________________________

___________________________________________________

___________________________________________________

Forms to Complete:___________________________________

___________________________________________________

___________________________________________________

Other:______________________________________________

___________________________________________________
Who do you need to contact when you leave?

Name: ________________________________

Title: Engineering Permit Clerk

Phone: 815-387-7660

Email: businessfirst@rrwrddst.il.us

Permits: ________________________________________

______________________________________________

______________________________________________

Timeline: _______________________________________

______________________________________________

______________________________________________

Costs: _______________________________________

______________________________________________

______________________________________________

Forms to Complete: ___________________________

______________________________________________

______________________________________________

Other: _______________________________________

______________________________________________

______________________________________________

Who do you need to contact when you leave?

Name: ________________________________

Title: Engineering Permit Clerk

Phone: 815-387-7660

Email: businessfirst@rrwrddst.il.us
Who do you need to contact when you leave?

Name: _________________________

Title: _________________________

Phone: 815-921-2081

Email: businessfirst@rockvalleycollege.edu

Permits: __________________________________________

______________________________________________

______________________________________________

Timeline: _______________________________________

______________________________________________

______________________________________________

Costs: __________________________________________

______________________________________________

______________________________________________

Forms to Complete: ______________________________

______________________________________________

______________________________________________

Other: __________________________________________

______________________________________________

______________________________________________
Who do you need to contact when you leave?

Name: ____________________________

Title: ____________________________

Phone: 815-319-4350

Email: businessfirst@wincoil.us

Permits: ____________________________________________

Check all Building Required:

Timeline: __________________________________________

Costs: ____________________________________________

Forms to Complete: __________________________________

Other: _____________________________________________

6/15/15
Permits:__________________________________________________________

Check all Building Required:
☐ Structural ☐ Plumbing
☐ Electrical ☐ Mechanical

Timeline:________________________________________________________

Fire Inspection Report Required:☐ Yes ☐ No
Is the Local Sanitary District Required:☐ Yes ☐ No
Well Water Satisfactory Sample Result Required:☐ Yes ☐ No

Types of Food Service:______________________________
☐ Carry-Out ☐ Sit-Down ☐ # of Seats __
☐ Catering ☐ Satellite
☐ Bar Service ☐ Concession
☐ Other

Required Documents for Review: (☑) What will be submitted
☐ Plan review Application ☐ Detailed Menu
☐ Equipment Plan & Schedule ☐ Plumbing Plan
☐ Mechanical Plan ☐ Finish Schedule
☐ Specification Sheet for all Equipment

Who do you need to contact when you leave?

Name:______________________________
Title:______________________________

Phone: 815-720-4100

Email: businessfirst@wchd.org
Let’s start with the partners you may need to work with and what they do.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rockford Community &amp; Economic Development</td>
<td>779-348-7162</td>
<td><a href="mailto:businessfirst@rockfordil.gov">businessfirst@rockfordil.gov</a></td>
</tr>
<tr>
<td>City of Rockford Construction &amp; Development Services</td>
<td>779-348-7158</td>
<td><a href="mailto:businessfirst@rockfordil.gov">businessfirst@rockfordil.gov</a></td>
</tr>
<tr>
<td>City of Rockford Land Use &amp; Zoning</td>
<td>779-348-7158</td>
<td><a href="mailto:businessfirst@rockfordil.gov">businessfirst@rockfordil.gov</a></td>
</tr>
<tr>
<td>Rock River Water Reclamation District</td>
<td>815-387-7660</td>
<td><a href="mailto:businessfirst@rrwrddst.il.us">businessfirst@rrwrddst.il.us</a></td>
</tr>
<tr>
<td>3501 Kishwaukee Street, Rockford, IL, 61109</td>
<td></td>
<td><a href="http://www.rrwrddst.il.us/?page_id=1888">http://www.rrwrddst.il.us/?page_id=1888</a></td>
</tr>
<tr>
<td>IL Small Business Development Center</td>
<td>815-921-2081</td>
<td><a href="mailto:businessfirst@rockvalleycollege.edu">businessfirst@rockvalleycollege.edu</a></td>
</tr>
<tr>
<td>EIGERlab, 605 S Fulton Ave, Rockford, IL 61103</td>
<td></td>
<td><a href="http://www.rockvalleycollege.edu/business/sbdc/index.cfm">http://www.rockvalleycollege.edu/business/sbdc/index.cfm</a></td>
</tr>
</tbody>
</table>
Let’s start with the partners you may need to work with and what they do.

<table>
<thead>
<tr>
<th>Winnebago County Building Department</th>
<th>815-319-4350</th>
<th><a href="mailto:businessfirst@wincoil.us">businessfirst@wincoil.us</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>404 Elm Street, Rockford, IL, 61101</td>
<td><a href="http://www.wincoil.us/departments/building">http://www.wincoil.us/departments/building</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winnebago County Zoning Department</th>
<th>815-319-4350</th>
<th><a href="mailto:businessfirst@wincoil.us">businessfirst@wincoil.us</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>404 Elm Street, Rockford, IL, 61101</td>
<td><a href="http://www.wincoil.us/departments/zoning-and-planning">http://www.wincoil.us/departments/zoning-and-planning</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Winnebago County Clerk’s Office</th>
<th>815-319-4250</th>
<th><a href="mailto:businessfirst@wincoil.us">businessfirst@wincoil.us</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>404 Elm Street, Rockford, IL, 61101</td>
<td><a href="http://www.winnnebagocountyclerk.com">http://www.winnnebagocountyclerk.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winnebago County Health Department</th>
<th>815-720-4100</th>
<th><a href="mailto:businessfirst@wchd.org">businessfirst@wchd.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>401 Division Street, Rockford, IL, 61110</td>
<td><a href="http://www.wchd.org/index.php?option=com_content&amp;view=article&amp;id=242&amp;Itemid=732">http://www.wchd.org/index.php?option=com_content&amp;view=article&amp;id=242&amp;Itemid=732</a></td>
<td></td>
</tr>
</tbody>
</table>

WINGIS

Property Information (taxes, assessment, economic development tools, elected officials)

http://ims.wingis.org/propertysearch.aspx
There are Business District Associations (BDA) in many of our corridors.

**Auburn Street Business District Association** 815-963-7678  Bill Hoople  
1643 N Alpine Rd, Suite 104, PBM 129, Rockford, IL 61107 (this is mailing address – there is no physical office)  
[http://www.miraclemilerockford.com](http://www.miraclemilerockford.com)  
Geography: E State Street from Swedish American Hospital to Rockford College

**Miracle Mile Rockford** 815-975-0466  info@miraclemilerockford.com  
1643 N Alpine Rd, Suite 104, PBM 129, Rockford, IL 61107 (this is mailing address – there is no physical office)  
[http://www.miraclemilerockford.com](http://www.miraclemilerockford.com)  
Geography: E State Street from Swedish American Hospital to Rockford College

**Midtown Association** 815-997-5888  secretary@midtowndistrict.com  
218 7th St, Rockford, IL 61104  
[http://midtowndistrict.com](http://midtowndistrict.com)  
Geography: 7th Street and surrounding area

**River District Association** 779-207-0110  info@riverdistrict.com  
102 North Main St, Rockford, IL, 61101  
[http://www.riverdistrict.com](http://www.riverdistrict.com)  
Geography: Downtown

**Southwest Ideas for Today and Tomorrow (SWIFTT)** 815-965-3606  jdbove106@aol.com  
1005 S Main St., PO Box 966, Rockford, IL, 61105  
[http://www.facebook.org/rockfordswiftt](http://www.facebook.org/rockfordswiftt)  
Geography: South Main Street and surrounding area

**Additional BDAS** 779-348-7162  businessfirst@rockfordil.gov  
There are additional BDA’s on Broadway, 11th Street, and Auburn. Please contact City of Rockford Community & Economic Development for more information.
Submittals

• If you choose to proceed with redeveloping your property or opening a new business, there will be more plan submittals required. Depending on whether your property is in the City or County you must submit to the appropriate email. All emails can be found on page 7 and 8 of this document.
Thank You to Our Partners

Rockford Community Partners is proud to thank the following partners for participating in the creation of BUSINESSFirst and working together to ensure the most efficient and effective process to assist in the redevelopment of existing properties and opening a new business in an existing property.

1. Alderman Joe Chiarelli & Tim Durkee
2. Bath & Body Fusion
3. City of Peoria
4. City of Rockford
5. CMM & Associates
6. Contemporary Hammer Works
7. Dickerson Nieman
8. First Midwest Group
9. Gary Anderson & Associates
10. Larson & Darby Group
11. Midtown Association
12. Miracle Mile Rockford
14. River District Association
15. Rock River Development Partnership
16. Rock River Water Reclamation District
17. Rockford Area Association of Realtors
18. Rural on Tap
19. IL Small Business Development Center
20. Winnebago County
21. Winnebago County Clerk
22. Winnebago County Health Department