



OPENING A BUSINESS IN WOOD RIVER

The following is meant to help guide you in the process of opening your business in the City of Wood River. **ALL** businesses with a physical location in Wood River must be registered and have a valid Occupancy Permit.

Step One - Find your location Once you have an address where you would like to locate your business you must visit City Hall to complete an Occupancy Application and schedule an Occupancy/Zoning inspection. There is no fee for this commercial inspection. The inspection will involve the Building Inspector and the Fire Chief. They will ensure that the building is zoned properly for your business and is current on all code requirements for occupancy. Call Building & Zoning at 251-3100 for more information on the inspection process. ****Please note that commercial establishments that formerly operated at that location may no longer be allowed per code****

Step Two – Business Registration & visit the City Clerk At the same time you complete the Occupancy application you will be given a Business Registration form to complete. The fee is \$10. This is an important step as it ensures the City is informed with ownership of your business as well as the ownership of the property you will be leasing (if applicable). This form is also used to notify the Fire and Police Departments of your emergency information. This form is not required to be returned until the end of the process. The City Clerk is responsible for all business licensing. The clerk will explain the licenses required for your business. As an example, if you are opening a restaurant, you will need to apply for a Restaurant license. If you would like to serve alcohol, you will also need to apply for a Liquor license (Liquor licenses are limited in quantity and by district, call the Clerk at 251-3100 for more information) See next page for a list of required licenses and associated fees.

Step Three – Attend the Inspection The Building Inspector and Fire Chief will advise you of any code violations and if your business is properly suited for this location per the Zoning Code. The Zoning Code is located on the City's website at woodriver.org on the Reference Desk Tab. To inquire about the zoning code for your specific location please call Building and Zoning at 251-3100.

Step Four – Inspection Results Correct all items found on the inspection checklist and schedule a final inspection with Building and Zoning.

Step Five – Receive Permit and Open for Business. You will not receive an Occupancy permit until all items on your inspection checklist are complete, the City Clerk has received payment for all licenses and the Health Department has issued its licenses (if applicable to your business) **** You are not authorized to conduct business until this step is complete****



Licenses and fees:

Business Registration	\$25	annual
Restaurant	\$50	annual
Liquor	varies from \$330 to \$1400	annual
Amusements (pool tables, video games, dart machines, pin ball, juke box, etc)		
	\$50 each machine	annual
Video Gaming Machines (requires valid liquor license)		
	\$25 each machine	annual
Raffle	\$50	annual

When opening a business there may be other requirements noted on the inspection results. Sign permits are required before refacing or installing **ANY** signs. Please contact Building & Zoning if you plan to install or reface existing signs at your commercial location. Fees apply.

It is also important to remember that **all restaurants and bars** must contact the Madison County Health Department for a Plan Review. The City will need to see your Madison County Health Department license before issuing you a City restaurant license or allowing you to open for business. The Health Department can be reached at 692-8954.

Should you have any questions regarding opening a business please contact the City Clerk's office at 251-3100.