

RESTAURANT START-UP CHECKLIST

The following resources have been assembled as a guide when you consider restaurant locations in Geneva, Illinois. It may not be totally inclusive or answer all your questions, but will point you in the right direction.

Available Property: For a listing of available properties in Geneva, call the Economic Development Department at (630) 232-7449.

Zoning: To determine the appropriate zoning for the property in question, contact the Building Department at (630) 262-0280. Any restaurant in the B3 zoning area requires a special use review and permit.

Kane County Health Department Permits (KCHD):

Upon request, the KCHD will send you a construction equipment booklet. Construction cannot occur without approved plans from KCHD. For more information, call (630) 208-3801. Below is a list of some of the items the county will request from you.

- Equipment layout
- Elevation drawing
- Plumbing layout
- Kitchen exhaust ventilation plans
- Copy of proposed menu
- Appropriate plan review fee

Food Sanitation Certification: The State of Illinois requires all food service establishments to be under the supervision of a certified food service sanitation manager. For more information contact the Kane County Health Department at (630) 208-3801, or The State of Illinois Department of Public Health may be reached at (630) 293-6800.

Drive-through: In Geneva, a drive-through requires a special use permit. For more information contact the Building Department at (630) 262-0280.

Outdoor/Cafe seating: In Geneva, outdoor dining areas with table wait service require a special use permit. For more information contact the Building Department at (630) 262-0280.

Liquor: Liquor licenses are granted with consent of the City Council. For more information on a liquor license visit the city website at www.geneva.il.us.

City Licensing: City license requirements for restaurants and food establishments are found in Title 4, Chapter 6 of the City Municipal code found at www.geneva.il.us.

Grease trap: A grease trap with outside access will be required for new facilities. Existing grease traps will be inspected to meet code requirements. For more information, contact the Water Treatment Department regarding the Pretreatment program at (630) 232-1501.

Emergency Exits: A minimum of two exits, remote from each other, is required for a capacity of 500 people or less. As emergency exists are a public safety issue the Fire Department must be consulted regarding exists. They can be contacted at (630) 232-2530

Bathrooms: The number of bathrooms and plumbing fixtures need to be determined. For more information call the Building Department at (630) 262-0280.

Fire Separation: A one-hour separation wall is required between the following rooms: kitchen, storage area, janitor's closet, mechanical rooms and boiler room. This requirement is based on the fact that most fires occur in these areas. For more information call the Fire Department at (630) 232-2530.

Alarm System: The Police Department requires information on emergency contacts during and after business hours. Contact the Police Departments Crime Prevention Officer at (630) 232-4736. The Crime Prevention Officer also offers security surveys, crime prevention presentations, and literature specifically designed for the business community.

Signage: Permits for permanent and temporary signs are obtained through the Building and Zoning Department. For more information call the Building and Zoning Division at (630) 232-0280. If site is located within the Historic District please contact Historic Preservation Planner at (630) 938-4541.

Culinary Management Program: Elgin Community College offers five hospitality management options, four emphasizing culinary skills and one in Restaurant Management, all recognized by the National Restaurant Association Educational Foundation. For more information contact Mike Zema, Director of the ECC Hospitality and Culinary Arts program at (847) 214-7461.

National Restaurant Association (NRA): The NRA is a membership organization and a resource for restaurateurs. The National Restaurant Association sells publications on business plans, feasibility studies, and more. The NRA also offers food sanitation certification classes. For information contact the National Restaurant Association at (800) 424-5156, or visit their web site at www.restaurant.org.