



To all St. Charles Businesses:

The Economic Development Division (EDD) works to create a business-friendly environment within the City by retaining existing businesses, encouraging commercial growth, and maintaining a stable tax base. Some of the services of the EDD are:

- Maintain a database of St. Charles businesses in order to make referrals and communicate news of interest to the business community. Key information such as name, address & phone number is uploaded to the **Business Listings section of the City web site:** <http://www.stcharlesil.gov/business/listings> (unless confidential status is requested).
 - Assist the business community with **publicity options.**
 - Promote and encourage St. Charles **business-to-business exchange of goods and services.**
 - Maintain a database of **available business sites and buildings.** Listings are provided at no cost to the property owner. Inquiring parties are directed to the owner or designated liaison and database information is used to match businesses with available properties. Contact the EDD if you are seeking to relocate or expand your business within St. Charles for a current list of available commercial properties.
 - Assist existing businesses and prospective new businesses with business planning by providing **demographic information, site data, economic statistics, and resource referrals,** including assistance with moving through the City's development process efficiently.
 - Work with development partners to promote positive images of St. Charles businesses; coordinate marketing materials; participate in trade shows; solidify market niches for business districts.
- To find out more about services offered by EDD visit us on the web at www.stcharlesil.gov/resources-business.

I hope you will also make contact with these development partners, which serve our business community:

Stacey Ekstrom, Executive Director
STC Chamber of Commerce
3755 E Main, Ste 140
St. Charles, IL 60174
630-584-8384

Lynne Schwartz, Executive Director
Downtown STC Partnership
213 Walnut Street
St. Charles, IL 60174
630-513-5386

Amy Egolf, Executive Director
STC Convention & Visitors Bureau
311 N. 2nd Street, Suite 100
St. Charles, IL 60174
630-377-6161

In addition to the information compiled by the EDD, the Police and Fire Departments maintain a Business Security Information database. This tool contains alarm and emergency contact information, as well as information about the police Alarm Systems Ordinance. The accuracy of this information is critical to the security of your business. For further information, please contact Kim Schult, Police Records Division Manager, at 630-443-3717 or Nonda Anderson, Fire Department Sr. Administrative Assistant, at 630-762-6978.

Please complete the information form attached with this page so we may enter your business into the appropriate databases. Note: Some information may not apply to your business – complete as much information as you can. All information provided to the Economic Development, Fire, and Police Departments is confidential and is not made available to any solicitors, companies, organizations, or individuals.

Thank you for choosing St. Charles for your business investment! Please call the Economic Development Division if we may be of service to your business or if you have any questions regarding this form.

Sincerely,

Chris Aiston
Director, Economic Development
(630) 443-4093

WHAT'S ON THE WEB:

www.stcharlesil.gov/resources-business

- Annual Report
- Available Sites
- Business Listings
- Business Resource Guide
- Corridor Improvement Program
- Demographics & Statistics
- Downtown Strategy Plan
- Employment Resources for Employers
- Sales Tax Information
- Shopping Center Directory
- Special Projects

EMPLOYER'S AND SECURITY DATABASE FORM

(open or anticipated open date _____)

BUSINESS INFORMATION

Primary Business Name: _____ (Name the Public Knows Your Business By)

Secondary Business Name: _____ (e.g. Firm, Practice, Franchisee, Conglomerate or d/b/a)

Illinois Business Taxpayer # 8 digits: _____ (**NOT** FEIN-Federal Employer's Identification No.)

Detailed Business Description: _____

SIC Code: _____ (US Dept. of Labor Standard Industrial Classification Code)

Physical Address: _____ **Home Based:** yes no

Leasing Building: Yes No **If yes, when does your lease expire (mth/yr)?** _____

Mailing Address: _____

Business Telephone: _____

Business Fax: _____

Contact Person/Title: _____ (Owner, President, Vice-President, or Manager)

Contact Person's E-Mail: _____

Number of Employees: _____ Full Time _____ Part Time

Business Square Footage: _____ (Of Your Store, Office Suite, or Building)

Distribution: _____ (Local, Regional, National, or International)

Union Workforce: yes no

Property Owner Name: _____

Property Owner Address: _____

Property Owner Telephone: _____

WEBSITE INFORMATION

1. Do you want your business name, address, and telephone listed free of charge in the EDD Business Listing of the City's web site (*note: this section is one of the most visited sites on the City home page that receives approximately 8,000 hits per month?*)
 Yes No (If No Response, Entry Will Default to "Yes")
2. If you have a business website, what is the domain/URL address? _____
3. If you have a business web site, are you interested in linking your business website to the City's EDD Business Listing for a **one-time \$25.00 fee**?
 Yes No (If No Response, Entry Will Default to "No")
4. If you answered "Yes" to the item 3, you may include a check for \$25.00 payable to the City of St. Charles when you return this form. You will then be contacted by the City Administrator's Office who will process the link for you.

FIRE AND POLICE SECURITY INFORMATION

Police Alarm System Ordinance:

A Police Alarm System ordinance has been in effect since February 19, 1996. The ordinance requires **all** current security alarm users to obtain an Alarm User's Permit or be subject to a \$300.00 fine. **Do you have a current Alarm User's Permit?** If you don't, permit applications can be obtained at the Police Department or you can call the Police Records Department at (630) 377-4435 to request a permit application (faxed or mailed). **This does not apply to fire alarm systems.**

The accuracy of your business' security information enables your Police and Fire Departments to effectively protect your business. Thank you for your cooperation.

Alarm Information: Is the building alarmed for **Fire**? Yes No
Is the building alarmed for **Intrusion**? Yes No
Is the building alarmed for **Hold-Up**? Yes No

Fire Alarm Hookup To: Tricom
 Private Company – Name: _____

Intrusion/Hold-Up Alarm Hookup To: Audible Only
 Tricom
 Private Company - Name: _____

Emergency Contact Information (theft, fire, etc.) Home and/or mobile numbers please, as this information would be used by emergency personnel to contact you in the event of an emergency situation that occurs at your business, most likely after normal business hours. Please provide 3 names & numbers in order of contact preference:

Name: _____ **Phone:** () _____
Name: _____ **Phone:** () _____
Name: _____ **Phone:** () _____

PLEASE RETURN YOUR COMPLETED FORM TO:
City of St. Charles - Economic Development Department
2 East Main Street, St. Charles, IL 60174
Phone: (630) 443-4093 Fax: (630) 762-7066 Email: caiston@stcharlesil.gov