

Business Registration Checklist:

This business registration form is designed to guide you through the necessary steps to establish your business within our village. By completing this form, you will help us ensure that your business meets all local regulations and can take advantage of available resources and incentives. Please read through the following sections carefully to expedite the registration process and begin your journey toward success in Swansea. Should you have any questions or need assistance, our friendly staff at the Building and Zoning Department is here to help. We look forward to supporting your business endeavors in Swansea!

1. **Contact Building and Zoning Department:**
 - Call (618) 234-0044 or visit 1444 Boul Avenue, Swansea, IL 62226.
 - Obtain authorization to operate your business.
2. **Approval Process:**
 - Determine if approvals are needed from the Planning and Zoning Board and Village Board of Trustees.
 - Check meeting schedules: Planning and Zoning Board meets on the second Tuesday at 6:00 p.m.; Village Board of Trustees meets on the first and third Mondays at 7:00 p.m.
3. **Premises Inspection:**
 - Schedule an inspection with the Building and Zoning Department and Swansea Fire Department.
 - Prepare for inspection costs: \$50.00 (or \$60.00 for spaces over 5000 sq ft).
 - Address any required construction or repairs to comply with codes.
4. **Permits:**
 - Determine if building, electrical, plumbing, or mechanical permits are needed.
 - Minor modifications require \$35 each; larger modifications vary by area.
5. **Sign Permit:**
 - Obtain a \$50.00 sign permit from the Building and Zoning Department before installing exterior signs.
6. **Annual Registration:**
 - Expect a registration form each March.
 - Update business information and submit by April 30th.
 - Registration fee: \$35.00.
7. **Incentive Programs:**
 - Explore potential benefits from Swansea's Business District and Tax Increment Financing Districts.
 - Consider assistance for land acquisition, building improvements, and more.
8. **Additional Resources:**
 - Review economic development opportunities in Swansea, including available development sites and demographic information.

By following this checklist, you can ensure compliance with Swansea's business registration requirements and take advantage of available resources to support your business development.