

RESTAURANTS GUIDE (NEW/REMODELING)

Zoning:

- Developers and business owners are strongly encouraged to contact City zoning staff prior to signing leases or purchasing a property. Staff can verify whether the property's zoned for a specific use, if additional requirements are associated with the zoning district, and whether a change in use is necessary.
 - Please contact **Jonathan Stytz at 847-391-5392 and jstytz@desplaines.org**, or **Samantha Redman at 847-391-5384 and sredman@desplaines.org** for all zoning questions.

Business Registration & Licensing:

- Businesses must be registered with the City of Des Plaines prior to opening. Start the Business Registration process when you submit for building permits. Requests for liquor licenses should be processed at this time as well. Apply online for a **Business Registration** at desplaines.org/css.
 - Questions can be directed to or **Vickie Baumann at 847-391-5366 vbauman@desplaines.org** or **Emily Shaw at 847-391-6961 eshaw@desplaines.org**

Building Plan Review:

- **After any zoning issues have been addressed** submit the following documents to the Building Division online via our online portal located at desplaines.org/permits:
 - Design professional plans – signed & sealed
 - Design professional plans for the kitchen hood / related mechanicals
 - Cut-sheets/specifications on the kitchen hood
 - Design professional plans for the Ansul system
 - Cut-sheets/specifications for the Ansul system
 - Plumbing schedule and schematic identifying fixtures and floor drains
 - Equipment layout (including bars, buffet, self-serve soda stations, condiment stations)
 - Equipment list with specific model numbers
 - Equipment cut-sheets (as listed on the plans)
 - Millwork details for countertops, cabinetry, etc.
 - Lighting Schedule
 - Site Plan showing location of the dumpster/trash area, outdoor bar areas, and/or patios
 - Menu
 - Completed **Food Service Plan Review Form**, found on pages 3-4 of this guide
- **A Plan Review Fee will be assessed once all documents are received.**
- **Additional requirements/information may be required.**

Health Plan Review:

- Submit hard copies of the following:
 - 1 PRINTED copy of ALL sealed and signed design professional plans – standard size (24" x 36")
This would include the plans for the remodel, hood and Ansul system (when applicable)
 - Equipment cut sheets (as listed on the plans)
 - Menu
 - Completed *Food Service Plan Review Form*, found on pages 3-4 of this guide

- After this information has been received and the Plan Review Fee has been paid, plans will be routed for review.

**Food Service Facility
Plan Review Application Form**

Facility Type			
<input type="checkbox"/> New	<input type="checkbox"/> Remodel/Renovation of an Open, Permitted Facility	<input type="checkbox"/> Other ()	
The following needs to be submitted for the plan review process to begin:			
<input type="checkbox"/> Submit one (1) set of food service plans; that includes equipment lay-out, equipment list/specifications, plumbing plans and finish schedule			
<input type="checkbox"/> The plan review fee			
<input type="checkbox"/> The completed Food Service Facility Plan Review Application and Exhaust Hood Information (if hood provided in layout)			
<input type="checkbox"/> Menu – including food and beverages			
Contact Information			
Facility Information:			
Name:			
Address:			
City: Des Plaines	State: IL	Zip Code:	
Phone:			
Owner / Owner Operator:			
Name:			
Address:			
City:	State:	Zip Code:	
Phone	E-mail:		
Architect Name:			
Name:			
Address:			
City:	State:	Zip Code:	
Phone:	E-mail:		
Project Contact (Contractor, Equipment Supplier):			
Name:			
Address:			
City:	State:	Zip Code:	
Phone	E-mail:		

Exhaust Hood Information Form (one form per hood)			
Exhaust Hood Specifications			
Make:			
Model Number:			
Hood Dimensions:			
Hood Type			
<input type="checkbox"/> Type I			
<input type="checkbox"/> Type II			
Hood Design			
<input type="checkbox"/> Wall Canopy		<input type="checkbox"/> Water Wash System	
<input type="checkbox"/> Island Canopy		<input type="checkbox"/> Ventilator	
Hood Specifications Checklist			
<i>Check to verify the following requirements have been met:</i>			
<input type="checkbox"/> Hood is NSF approved, stainless steel, factory engineered and fully credentialed			
<input type="checkbox"/> Exhaust systems have a minimum of 50 FPM capture velocity at the cooking surface			
<input type="checkbox"/> Tempered make-up air is provided for all hoods that exceed 1500 CFM exhaust			
<input type="checkbox"/> Front overhang is 12" (dimension taken from front edge of equipment to the front edge of hood)			
<input type="checkbox"/> Side overhangs are 12" or enclosed with walls or stainless steel side skirts			
<input type="checkbox"/> Stainless steel wall finish is provided beneath hood (from base of hood to cove base)			
<input type="checkbox"/> A stainless steel close off or arc is installed between obstruction(s) such as salamander(s) and the hood filter bank. (Shelving, pan racks or other equipment are not to be installed over grease producing pieces of equipment.)			
<input type="checkbox"/> Exposed horizontal piping is not installed below the filter bank material			
<input type="checkbox"/> Baffles or extractors are of the same type			
<input type="checkbox"/> Hoods located less than 18" from the ceiling or wall are closed off with approved material (such as stainless steel)			
<input type="checkbox"/> Data plate on hood matches specifications submitted			
Equipment Located Under the Hood			
List all equipment to be located under the hood – if not provided on equipment schedule listed on plans			
Equipment Number	Name of Equipment	Length	Depth
Totals for Measurements			



Community & Economic Development
1420 Miner Street, Des Plaines, IL 60016
P: 847.391.5380 | W: desplaines.org

PREPARED FOOD AND BEVERAGE MUNICIPAL TAX

Dear Business Owner,

The City of Des Plaines has imposed a local municipal tax pertaining to prepared food and beverages.

The tax imposed is 1% of your total prepared food and beverage sale ***in addition to the retail sales tax.*** The locally imposed sales tax is currently 10%, with an additional 1% for prepared food and beverage sales tax, making the total sales tax **11%**. Please charge your customers accordingly.

Enclosed is the sales tax form for the City of Des Plaines accompanied with a copy of the municipal code. This tax is due on the 20th day of the following month of sales. For example, April sales tax would be due no later than May 20th. Each month, you must submit the completed form accompanied with a copy of your Illinois St-1 form and corresponding payment. Please make copies of the form and retain on file or obtain additional copies on our website, desplaines.org.

Should you have further inquiries pertaining to the municipal taxes, please contact Finance Department at 847-391-5300 or email finance@desplaines.org. Thank you.

Sincerely,
Registration & License Division



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5319
desplaines.org

PREPARED FOOD AND BEVERAGE SALES TAX
Monthly Remittance Form
Pursuant to City Code 15-9

Month/Year
Of Collection:

Due Date:
20th DAY OF THE FOLLOWING MONTH

Payee Name, Address & Telephone

[Empty box for payee information]

Local Business Name, Address & Telephone

[Empty box for local business information]

Illinois Business Tax (IBT) Number
For Des Plaines Business Location
(from ST-1):

[Empty line for IBT number]

Under penalties of perjury and other penalties provided by law, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed.

Signature of preparer Date

Signature of taxpayer Date

COMPUTATION OF PREPARED FOOD & BEVERAGE TAX LIABILITY

Retail Sale of Prepared Food and Beverage includes all food, alcoholic and non-alcoholic beverages which is prepared for immediate consumption and which may be consumed either on and/or off the premise.

Table with 4 rows: 1) Gross Sales of prepared food and beverages, 2) Des Plaines Prepared Food & Beverage Tax, 3) Late payment penalty, 4) Total tax, interest and penalty(s), if applicable, due.

Please mail this completed return, a check in the amount shown on line 4, and a copy of: Illinois Department of Revenue Form ST-1 (Sales and Use Tax Return), to:

City Of Des Plaines
1420 Miner Street
Des Plaines, IL 60016
Attn: Finance Dept., Prepared Food & Beverage Sales Tax
Phone: 847-391-5330, Fax: 847-391-5402