



Belleville

Great. Big. Small Town.<sup>TM</sup>

NEW BUSINESS

## *Dear Business Owner,*

Welcome to the City of Belleville. A city that embodies the perfect blend of history, culture, and progress. With over 210 years of heritage, Belleville offers endless opportunities for growth and exploration.

We are grateful for the opportunity to serve your business needs and appreciate your decision to work with Belleville. Our goal is to provide ongoing support for you and your business. We are confident that you will enjoy working with our friendly and knowledgeable staff.

Discover the perfect blend of small-town charm and big-city amenities in Belleville. Belleville is the county seat of St. Clair County, located in the heart of Southern Illinois. Belleville offers residents and businesses a unique combination of convenience, opportunity, and quality of life. We are perfectly situated near highways 15, 158, 159, 177, 13, and 161, and minutes from I-255 and I-64. With its proximity to Scott Air Force Base and downtown St. Louis, Belleville provides easy access to major transportation systems, including Metrolink, a light rail transportation system that runs from Scott AFB to Lambert International Airport in St. Louis.

Belleville is an extraordinary community that offers unique shopping, dining, attractions, art galleries, museums, historic sites, and entertainment. With its diverse range of stores, from large retail to unique boutiques, and an array of delicious eateries, there's something for everyone. The city's vibrant downtown is a must-visit destination, with its unique blend of history, culture, and community spirit. Belleville hosts numerous events and festivals throughout the year. The Belle-Clair Fairgrounds Park is St. Clair County's premier expo center and has something for everyone. The nearby Eckert's Orchards and the National Shrine of Our Lady of the Snows attract thousands of visitors each year. With its strong economy and convenient amenities, Belleville is the perfect place for your business.

I hope this packet provides essential information and that you find it useful. For more detailed information on the City of Belleville, please visit [belleville.net](http://belleville.net).

*Mayor Jenny Gain Meyer*

## Commercial Occupancy Permits

On May 1, 2008, the City of Belleville adopted Commercial Occupancy procedures, whereas each business that opens in a commercial space must first obtain a Commercial Occupancy Permit in the following instances:

- New business/occupancy
- Under new ownership of an existing business/occupancy
- Temporary/Seasonal business/occupancy
- Building expansion of business/occupancy
- Relocation within city limits of an existing business/occupancy

Once the commercial occupancy application is submitted, fire and building inspections will take place, provided the building meets current code standards and all other requirements are fulfilled, the occupancy permit may be issued. For a complete explanation about this process, **contact the Economic Development, Planning and Zoning Department at (618) 233-6518 Ext. 1250 or [edpz@belleville.net](mailto:edpz@belleville.net).**

The following documents are accessible by visiting **[belleville.net/255/Commercial-Occupancy-Permits-Licenses](https://belleville.net/255/Commercial-Occupancy-Permits-Licenses)**

- Instructions & Checklist
- Review Form

## Home-Based Businesses

A home-based business must obtain a Home Occupation Permit, available through the Health, Housing & Building Department. No Commercial Occupancy Permit required.

Visit **[belleville.net/345/Health-Housing-Building](https://belleville.net/345/Health-Housing-Building)**

## Zoning Classification

If you wish to obtain the zoning classification for property in the corporate city limits of the City of Belleville, Illinois, **please visit <https://belleville.net/326/Economic-Development-Planning-Zoning> or contact the Economic Development, Planning and Zoning Department at (618) 233-6518 Ext. 1250 or [edpz@belleville.net](mailto:edpz@belleville.net).**

## Economic Development, Planning & Zoning

2300 W. Main St.  
Bldg M / Suite M112  
Belleville, IL 62226

Ph: 618-233-6518,  
x1250  
Fax: 618-355-4260

Hours  
Mon - Fri  
8:00 a.m. - 5:00 p.m.

## Business Licenses

In some instances, a Business License is required. Everyone that submits a Commercial Occupancy application must also submit a Business License application for review, if applicable. City staff will determine if a license is required depending on the type of business. All business licenses are issued by the City Clerk's Office. Licenses will not be issued until the Commercial Occupancy Application is completed and approved.

Licenses are on an annual renewal every April 30th.

### Liquor License Applications & Resources

Liquor licenses are approved by the Mayor and issued by the City Clerk's Office. Liquor Licenses will require a Special Use Permit through the Zoning Board of Appeals. Contact the Economic Development, Planning & Zoning Department (618) 233-6518, x 1250 for Special Use Permit Requirements.

#### Retail Liquor Licenses

Businesses interested in obtaining a Retail Liquor License must first contact the Mayor's Office at (618) 233-6518, x1207 to apply.

#### Special Event Liquor Licenses

Not-for-Profit organizations and businesses currently holding a Retail Liquor License in the City should contact the Mayor's office at (618) 233-6518, x1207 regarding Special Event Liquor Licenses.

All applications for Retail and Special Event Liquor Licenses, must be submitted to the office of the Mayor after completion. The Mayor also serves as the Local Liquor Commissioner for the City.

Applications available by visiting [belleville.net/255/Commercial-Occupancy-Permits-Licenses](http://belleville.net/255/Commercial-Occupancy-Permits-Licenses)

#### Mayor's Office

City Hall  
101 S. Illinois Street  
Belleville, IL 62220

Ph: 618-233-6518, x1207  
Fax: 618-233-6779

#### City Clerk

City Hall  
101 S. Illinois Street  
Belleville, IL 62220

Ph: 618-355-8627  
Fax: 618-257-0376

Hours  
Mon - Fri  
8:00 a.m. - 5:00 p.m.

## Permit Requirements & Applications

Any improvements to private property within the corporate city limits of Belleville will require appropriate permits to be obtained through the city's Health, Housing & Building Department. The fees for the permits vary as to the size and scope of the project.

Applications for permits and information on building code regulations are available below or by visiting the Health, Housing & Building Department office. All completed applications must be returned to the Health, Housing & Building Department office. Applications can be submitted via email to [building@belleville.net](mailto:building@belleville.net) and staff will contact you with approval and notification of permit costs.

Permit applications are available online by visiting [belleville.net/345/Health-Housing-Building](http://belleville.net/345/Health-Housing-Building)

To view the list of approved Electrical Contractors & Building Code Requirements, visit [belleville.net/345/Health-Housing-Building](http://belleville.net/345/Health-Housing-Building)

## Building Codes

The City of Belleville is currently using the following Building Codes:

- 2006 International Building Code
- 2006 International Residential Code (for One- and Two-Family Dwellings)
- International Energy Conservation Code (recommended by Building Officials Conference of America, Inc)
- 2014 National Electric Code (as published by National Fire Protection Association and Section 605 of the 2015 International Fire Code with Ordinance Amendments
- Illinois State Plumbing Code (current edition)
- 2015 International Fire Code
- 1988 National Fuel and Gas Code (the whole thereof and all subsequent editions thereof)
- 2006 International Property Maintenance Code
- ADA Standards (current requirements)

### Health, Housing & Building

2300 W. Main St.  
Bldg M / Suite M113  
Belleville, IL 62226

Ph. 618-233-6817  
Fax: 618-233-8152

Hours  
Mon - Fri  
8:00 a.m. - 5:00 p.m.

**Questions regarding Fire Inspections or the Plan Review process should be directed to the Fire Administration Office at 618-234-2236.**

## **Fire Administration Office**

1125 S. Illinois  
Belleville, IL 62220

Ph: 618-234-2236 (Office)  
Fax: 618-277-0105 (Fax)

### **Fire Department Code of Ordinances**

For an overview of the Fire Department, including its duties and responsibilities, read Title III: Chapter 33 Public Safety; Law Enforcement of the City Code of Ordinances.

### **Fire Inspections**

For information regarding fire inspections, read Title III: Chapter 33, Section 33.063 Inspections of the City Code of Ordinances.

### **Fire Plan Review Permit Package**

For information of fire plan reviews, read Title III: Chapter 33, Section 33.085: Fire Code Adopted of the City Code of Ordinance. View the Fire Plan Review Package by visiting <https://belleville.net/341/Fire> which includes requirements, an application form, instructions, and a fee schedule.

### **Key Lock Box Systems**

For information regarding key lock box systems, read Title III: Chapter 33, Section 33.087: Key Lock Box System of the City Code of Ordinances.

### **How can I purchase a Knox Box for my business?**

You can order by phone, fax, mail, or online.

Visit Knox Box <https://www.knoxbox.com/> to order online or download and print the form to use all other options. We recommend the 3200 series, which holds up to 10 keys.

## Business Assistance Programs

**Belleville Enterprise Zone Program:** The Enterprise Zone program includes a sales tax exemption on building materials and a potential property tax abatement.

**Belleville TIF Assistance Program:** Tax Increment Financing incentives can include incremental property tax rebates and reimbursements on TIF eligible expenses, including facade improvements.

**For information regarding the Business Assistance Program, contact [edpz@belleville.net](mailto:edpz@belleville.net) or call (618) 233-6810 Ext. 1249 for further details.**

## Greater Belleville Area Chamber of Commerce

A membership organization that supports and advances business and community interests, as well as the quality of life in Belleville and surrounding communities.

The mission of the Chamber is to identify and serve the needs of businesses. That means working to increase prosperity by encouraging growth of existing businesses and fostering the establishment of new ones.

In addition, it translates to providing representation in government affairs and working with educational, cultural, civic and service organizations. In other words, the business of the Chamber of Commerce is for its members to do collectively what they might not be able to do individually in working for the best interests of the community.

Visit the Greater Belleville Chamber of Commerce website for more information: **[bellevillechamber.org](http://bellevillechamber.org)**

216 East A Street  
Belleville, IL 62220  
[info@bellevillechamber.org](mailto:info@bellevillechamber.org)

Ph: 618-233-2015  
Fax: 618-233-2077

## Illinois Small Business Development Center For The Metro East at SIUE

The Illinois SBDC for the Metro East at SIUE is a service to the community supported by the U.S. Small Business Administration (SBA), Illinois Department of Commerce and Economic Opportunity, and SIUE School of Business.

SIUE operates two Small Business Development Centers and the International Trade Center. All Centers provide resources and information to Southwestern Illinois entrepreneurs, business owners, small business service providers and the University community.

By assisting entrepreneurs and companies in defining their path to success, the SBDC network positively impacts the Metro East Illinois region by strengthening the business community, creating and retaining new jobs, and encouraging new investment. The SBDC enhances Metro East Illinois's economic interests providing one-stop assistance to individuals by means of advising, research, and advocacy for new ventures and existing small businesses. When appropriate, the SBDC strives to affiliate its ties to the Southwestern Illinois Region to support the goals and objectives of both the SIUE School of Business and the University at large.

**[www.siu.edu/business/sbdc](http://www.siu.edu/business/sbdc)**

### **Edwardsville Office SIUE - Main Campus**

6 Hairpin Drive  
Edwardsville, IL 62026-1107  
Alumni Hall, Room 2126  
Campus Box 1107

Phone: 618-650-2929  
Fax: 618-650-2647  
[sbdcedw@gmail.com](mailto:sbdcedw@gmail.com)

### **East St. Louis Office SIUE - East St. Louis Center**

601 James R. Thompson  
Building D, Room 1017  
East St. Louis, IL 62201-1200

Phone: 618-482-8330  
Fax: 618-482-8341  
[sbdcedw@gmail.com](mailto:sbdcedw@gmail.com)

## Electricity & Gas Service

Ameren-IP 1-800-755-5000

Both electricity and gas service are provided by Ameren. Please contact them directly by calling 1-800-755-5000.

## Water Service

Illinois American Water 1-800-422-2782

The water company may ask you to place your Occupancy Permit in the window or on the door until the water service has been turned on in your name, after which you may take the permit down. For this purpose, it is recommended that you place a copy of the permit- place the permit on the inside of the window or door to protect it from weather and/or theft.

## Sewer & Trash Services

City of Belleville

The water company will notify Belleville City Hall of activation of your water account, and City Hall will activate your sewer and/or trash services (if applicable). Sewer/Trash bills are mailed out monthly by City of Belleville.

Sewer/Trash Billing Inquiries (618) 233-6810

Trash & Recycling Services (for pick-up day and/or recycling bins)

## Commercial Refuse

The city offers light commercial services with a four toter maximum. The first toter is provided. Additional toters cost \$80 each. Dumpster service must be contracted to an independent hauler. Contact the Sanitation office for further assistance.

## **DIRECT DEBIT OPTION TO PAY YOUR SEWER BILL**

Avoid late penalties. Make bill pay easy and convenient by signing up for Direct Debit at

***www.belleville.net***

or by emailing

***sewerbilling@belleville.net***

for the form.

### **United States Postal Service Post Office**

120 W. Washington Street  
Belleville, IL 62220

5731 Mt. Pleasant Lane  
Belleville, IL 62223

**Hours**

Mon-Fri 9AM-6PM  
Saturday 8:30AM-3PM  
Sunday Closed

**Hours**

Mon-Fri 9AM-6PM  
Saturday 8:30AM-3PM  
Sunday Closed

Ph. 800-275-8777 To schedule an appointment visit **USPS.com**

**CALL BEFORE YOU DIG – J.U.L.I.E. (800) 892-0123 or dial 8-1-1**

*It's the law.*

Underground utility finder – Illinois One-Call System

# EMERGENCY 9-1-1

**Non-Emergency Police 618-234-1212**  
**Non-Emergency Fire 618-234-2236**

## CodeRED® - FREE Emergency Notification for Citizens

CodeRED® is a **FREE** service provided to the citizens of Belleville to notify them about urgent situations that may be occurring in the community.

If you were previously signed up with Hyper-Reach, your information has been transferred to CodeRED®. However, we encourage you to enroll again. When you do, you will see that CodeRED® offers many features that were not previously available through Hyper-Reach.

CodeRED® allows the 9-1-1 Center to quickly send a recorded message and text message to telephones in specific areas and alert residents to any emergency situations that require immediate action. The system delivers critical information to residents and provides guidance on what precautions need to be taken by residents during and after an incident.

CodeRED® is able to send notifications in five ways: landline phone message, cell phone message, text message, TTY, and email. With CodeRED®, the City can inform residents of situations such as a weather emergency, water boil advisory, a lost child, a vicious animal at large, or a street issue.

## Register Now!

If you wish to set up your landline phone, cell phone, text message, TTY, or your email account, registration can be completed quickly and easily through CodeRED® by visiting **Belleville.net** and scrolling to the bottom of our homepage to select **Code Red-Emergency Notification**.

If you do not have internet access, you can sign up for CodeRED® by completing a one page application that is available at City Hall, 101 S. Illinois Street, or the Fire Administration Offices at 1125 S. Illinois Street.

**ILLINOIS POISON CENTER 800-222-1222**

**CALL FOR HELP (CRISIS COUNSELING & SUICIDE PREVENTION)**  
**618-397-0963 Available 24 hours a day, 7 days a week.**

**Belleville**

**City Website: [www.belleville.net](http://www.belleville.net)**

- City Hall: 618-233-6810
- Building & Zoning: 618-233-6817
- Housing (Inspection & Permits): 618-233-6817
- Sanitation: 618-233-6816
- Streets Department: 618-239-3454
- Memorial Hospital: 618-233-7750
- American Red Cross: 618-397-4600
- Board of Education: 618-233-2830
- Chamber of Commerce: 618-233-2015
- Consumer Credit Counseling: 800-431-8157
- Historical Society: 618-233-6810, ext 1249
- Humane Society: 618-235-3712

**St. Clair County**

- Court House: 618-277-6600
- Health Department: 618-233-7703
- Animal Services: 618-235-0585
- Intergovernmental Grants: 618-277-6790
- WIC Office: 618-233-6170

**Illinois**

- Secretary of State (Drivers licenses, etc.): 618-236-8750
- Employment/Unemployment Office: 618-277-5678
- Child Abuse & Neglect Reporting: 800-252-2873
- Human Resources (Public Aid, Food Stamps, etc.): 800-843-6154

**Federal**

- Social Security Administration: 800-772-1213 or local 618-235-0455
- Department of Veterans Affairs: 800-827-1000
- VA Medical Center (St. Louis): 800-228-5459
- US Post Office: Belleville Downtown: 618-233-0390

ELECTED  
OFFICIALS



**Mayor Jenny Gain Meyer**  
618-233-6518, x 1207

**City Clerk  
Shelly Schaefer**  
618-233-6518, x 1227

**City Treasurer  
Sarah Biermann**  
618-233-6518, x 1241

**WARD 1**  
**Bryan Whitaker**  
618-971-5409  
**Lillian Schneider**  
618-207-7335

**WARD 2**  
**Carmen Duco**  
618-233-1569  
**Gigi Downing Urban**  
618-750-1019

**WARD 3**  
**Kent Randle**  
618-239-9227  
**Scott Ferguson**  
618-610-5639

**WARD 4**  
**Johnnie Anthony**  
618-825-0660  
**Raffi Ovia**  
618-444-5171

**WARD 5**  
**Edward Dintelman**  
618-972-5569  
**Kathy Kaiser**  
618-444-3802

**WARD 6**  
**Dr. Mary Stiehl**  
618-606-1277  
**Chris Rothweiler**  
618-416-5568

**WARD 7**  
**Phil Elmore**  
618-363-0016  
**Dennis Weygandt**  
618-580-3054

**WARD 8**  
**Nora Sullivan**  
618-972-9185  
**Kara Osthoff**  
618-578-2488

**Call 618-233-6810 to  
talk to our operator**

DEPARTMENTS

**Economic Dev.**, x 1250

**Engineering**, x 4272

**Finance**, x 1233

**Human Resources**, x 2280

**Info. Tech (IT)**, x 1254

**Mayor**, x 1207

**Police (Non-Emergency)**

618-234-1212

**Fire (Non-Emergency)**

618-234-2236

**General & Community Asst.**

618-212-4379

**Health, Housing & Building**

618-233-6817

**Library (Main Branch)**

618-234-0441

**Library (West Branch)**

618-233-4366

**Parks & Recreation**

618-233-1416

**Nichols Center**

618-277-9765

**Public Works / Streets**

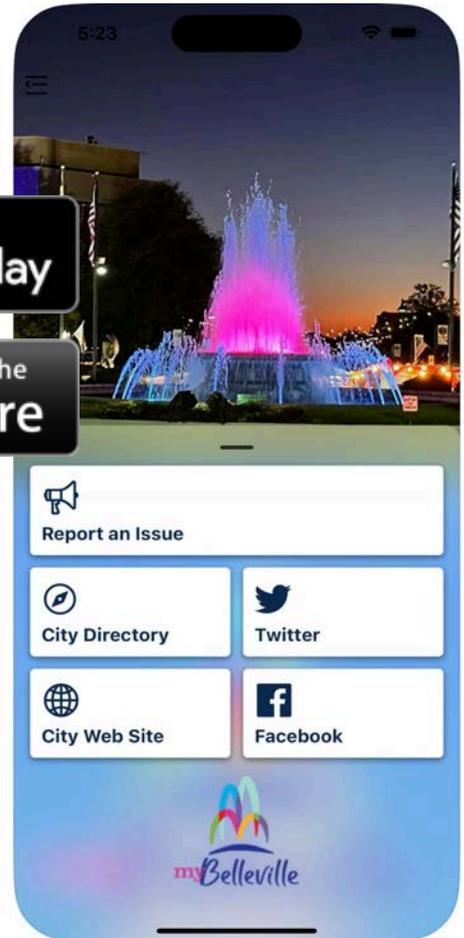
618-239-3454

**Sewer**

618-233-7146

**Tourism**

618-967-9459



**myBelleville** is designed to provide our residents, businesses, and visitors the ability to report concerns to City staff, 24-hours a day, 7-days a week, using a mobile app, web portal, phone, or text. myBelleville can be used to **report a concern** by pinpointing a location using GPS, attaching a photo with your comments, and receiving status updates and resolution notifications.

City staff monitor concerns during business hours  
(M-F; 8am – 5pm).

We are here to serve you!

### IMPORTANT NOTE:

Concerns are addressed during business hours, NOT on a 24/7 basis.

**If you have an emergency, please call 9-1-1.**

**To report lost or stolen property please contact the Belleville Police Department at 618 234-1212.**



EXPL  RE

