

2010



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:** [www.stcharlesil.gov/edd](http://www.stcharlesil.gov/edd) (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/edd](http://www.stcharlesil.gov/edd).

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

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

Jennifer Faivre, Executive Director  
Downtown STC Partnership  
213 Walnut Street  
St. Charles, IL 60174  
630-513-5386 Ext.3

Amy Egolf, Executive Director  
STC Convention & Visitors Bureau  
311 N. 2<sup>nd</sup> 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 Jaye Valadez-Wilger, police Records Supervisor, at 630-377-4435 or Nonda Anderson, Fire Records Supervisor, at 630-377-4458.

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/EDD](http://WWW.STCHARLESIL.GOV/EDD)

- 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
- Traffic Counts

# 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