NOTE: This guide was put together by the Planning & Development Department from various internal and external sources in an attempt to provide the most current and accurate information. This guide may not be all-encompassing. In no way is this document to be construed as a legal document. If you have any doubt concerning the information presented within this document, please contact or consult a professional or City of Moline staff.

For additional information, please visit the City’s webpage at www.moline.il.us.
Contact Numbers:

Accounts and Finance
General Information   309-524-2070
Administrative Secretary   309-524-2073

Building Inspections Division
Administrative Secretary   309-524-2370
Building Official     309-524-2371
Combo Inspector - Electrical II  309-524-2372
Combo Inspector - Plumbing I  309-524-2374
Environmental Health Specialist  309-524-2373

City Administrator's Office
City Administrator     309-524-2005
City Clerk     309-524-2004
Mayor      309-524-2001

Community Development Division
Community Development Program Manager  309-524-2044

Economic Development Division
Planning & Development Director   309-524-2032
Administrative Secretary   309-524-2030
Compliance Analyst   309-524-2035
City Planner     309-524-2038
Land Development Manager   309-524-2050
Property Management Coordinator  309-524-2036

Fire Department (Non-Emergency)
Administrative Secretary   309-524-2250
Fire Inspector    309-524-2266

Law Department
Legal Services Specialist   309-524-2010
Legal Assistant    309-524-2012
Neighborhood Improvement Officer  309-524-2014
Rental Housing Coordinator  309-524-2015
Lead Assessment Specialist  309-524-2016

Police (Non-Emergency)
Executive Coordinator  309-524-2232
General Non Emergency  309-797-0401

Public Works
Public Works Director   309-524-2346
Executive Assistant   309-524-2345
Engineering     309-524-2350

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A Liquor License Application Packet may be obtained by contacting the City of Moline Liquor Licensing Division at 309-524-2004 or by visiting www.moline.il.us.

The Building Inspections Division ensures life safety from fire and other hazards in residential and commercial construction through plan review, permits, inspections, and contractor registration according to minimum requirements of adopted codes, ordinances, and State laws.

Depending on the type of project being considered, there are a variety of permits, licenses, applications and fees that are required. For more information, along with the required forms, contact the Building Official or visit the Building Division’s webpage at www.moline.il.us.

Food Licensing and Restaurant Startup
The Building Inspections Division also assists businesses or organizations selling and/or serving food to the general public. Such businesses are required to be licensed and inspected to protect public health from food-borne illnesses.

For a list of requirements along with the necessary applications, visit the Food Service Licensing webpage at www.moline.il.us. Along with City guidelines, requirements from the state must also be met. State requirements for restaurants can be found at www.illinois.gov/dceo/SmallBusinessAssistance.

Before the restaurant will be allowed to open for business, the City’s Environmental Health Specialist must conduct a thorough inspection to ensure business safety and check for the proper licenses.

Liquor Commissioner
A City of Moline Liquor License is required at any business that purchases, sells, or serves alcohol. The fee for a liquor license application is $3,000.00 in addition to the annual fee.

A Liquor License Application Packet may be obtained by contacting the City of Moline Liquor Licensing Division at 309-524-2004 or by visiting www.moline.il.us.

Finance
The Finance Department maintains the financial systems, records, and functions of the City according to applicable laws and procedures.

The City of Moline has both license and permit requirements to protect the business operator and the consumer. Call or visit Customer Service located at 1630 8th Avenue, Moline 309-524-2070 or access the City’s website at www.moline.il.us for the Schedule of Fees.

Planning and Development
The Land Development Division is charged with administering development-related codes such as the Zoning Code, Subdivision Code, Sign Code, and Flood Hazard Prevention Code.

When selecting a business location, proper zoning along with applicable development code regulations should be verified before signing a lease or commencing a project. For further assistance and any questions, please call 309-524-2050 or visit the Planning and Development Department’s webpage at www.moline.il.us.

Economic Development Division
The Economic Development Division offers valuable resources for all stages of business development, demographics, available commercial and industrial sites, maps, loan applications, business incentives and assistance programs. For more information on the programs, call 309-524-2030 or visit the Economic Development’s webpage at www.moline.il.us.

Fire Department
The Fire Department may need to conduct a building inspection. This inspection includes verifying that the building is up to fire code as well as ensuring that there are enough exits based on occupancy and use. All home and business owners must apply for and receive an alarm system permit before use or possession. There is a one-time fee of $50.00 for the alarm permit. For more information, call 309-524-2070.

Public Works
The Public Works Department consists of the Building, Engineering, Fleet Services, Municipal Services, Water, and Water Pollution Control Divisions. The Public Works Department has responsibilities including planning, constructing, cleaning, repairing, and maintaining city streets, the City’s water infrastructure, sanitary sewers, storm sewers and drains, solid waste, maintaining public property, and other related customer and development services. For more information on the Public Works Department, visit the Public Works’ webpage at www.moline.il.us.

Engineering Division
The Engineering Division designs, surveys, and inspects the construction of streets, bridges, storm drains, sanitary sewers, water mains, and traffic control devices. The City Engineer coordinates construction projects with the Illinois Department of Transportation and provides review and approval of developer-designed subdivision public improvements. Any questions can be directed to 309-524-2350.

Stormwater Division
The Stormwater Utility Division is responsible for developing and implementing programs to reduce the discharge of pollutants from urban run-off to local waterways. Programs include reducing the impact of a variety of substances in local waterways, promoting “Best Management Practices” for local construction work, and educating the public on ways to reduce stormwater pollution. Any questions can be referred to 309-524-2363.

Municipal Services Division
The Municipal Services Division is comprised of the Facilities Management, Parks Maintenance, Sanitation, and Streets sections. Facilities Management provides both mechanical and janitorial services for City owned facilities and properties. Questions or requests for maintenance for City-owned properties can be made to 309-524-2400 or at www.moline.il.us.
Moline City Hall
Planning & Development
619 16th Street
Moline, IL 61265

Hours: 7:30 am - 5:00 pm
Monday - Friday

Call us. We’re Here to Help!

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Property Management Coordinator
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Getting Started

Starting a business can be fun and challenging and we are excited you have chosen the City of Moline to embark on this journey! The Planning & Development Department has put together this Guide with information and resources you may find helpful for you to succeed on this journey.

For starters, the City of Moline does not require all businesses to obtain a permit from the City to conduct business in Moline, however, the State of Illinois does have its own set of rules and regulations that you are required to follow when opening a business.

By visiting the Illinois Department of Commerce & Economic Opportunity website, you will find various resources to assist you with fulfilling these requirements. There is a Step-by-Step Business Plan Workbook, as well as a Business Feasibility Checklist you may utilize to evaluate your business plans.

The following resources and publications are also available:

• First Stop Business Information Center
• Small Business Development Centers
• SBDC International Trade Centers
• Procurement Technical Assistance Centers
• Small Business Environmental Assistance Program
• Regulatory Assistance Program
• Small Business/Startup Resources
• Step-by-Step Guide to Starting a Business
• Publications and Business Guides
• Success Stories

https://www.illinois.gov/dceo/SmallBizAssistance/Pages/default.aspx
The City of Moline is committed to providing assistance with development, redevelopment and overall business establishment within the City. The City of Moline has numerous economic resources in place to not only assist new businesses, but also existing businesses.

In addition, the City can provide you with valuable resources for all stages of your business development such as demographic information, traffic counts, assistance identifying available commercial and industrial sites, as well as, assistance purchasing City-owned properties. Our interactive web-maps also make it easy to not only identify a property’s zoning district but also whether a particular property is located within a Historic District, a Tax Increment Financing District, a Business District, a Special Service Area, or the Enterprise Zone. This information is important so that you are able to take advantage of all the incentives available to you.

If the property you are interested in is not located within an economically incentivized district, the City also offers a Revolving Loan Program to assist with gap financing for a new project. Depending on the size of the project, the City is also able to offer property and sales tax rebates to vital projects within the City.

New and existing business are also able to take advantage of the Façade Improvement Program that is specifically designed to assist with restoration and rehabilitation of street facing storefronts which can also be used in conjunction with other incentives.

No matter the route, we are here for you every step of the way!

Maximize your Resources

Depending on the location and if the business qualifies, the City can provide Tax Increment Financing assistance, Façade Improvement assistance, Enterprise Zone benefits, as well as other economic incentives and low interest secondary financing loan programs.
Finding a Site

Property Search

Location One Information System (LOIS) is a database system maintained by the City of Moline and its partners that holds a nationwide inventory of available buildings and sites for developers, investors, site selectors, and current and prospective business owners. There are both sites for lease and for sale.

City staff connect with Realtors and property owners and visit sites to ensure information is up to date for every listing so that accurate information is easily available for those seeking to invest in our community.

LOIS is linked directly through the City’s webpage and is available to everyone at no cost. The interactive database has the ability to generate demographic reports and contains web-map tools such as the ability to measure distances. Various map layers can be activated to identify hospitals, post-secondary schools, technical/trade schools, airports, and railroads.

Each site listing contains a property description (available acres, topography, zoning, adjacent lots available, and setting), tax and economic incentive information, transportation information such as nearest highways and port access, as well as pertinent utilities information.

LOIS is extremely useful when you are looking for a property and wish to compare multiple sites. LOIS also has the capacity to generate site brochures for users in pdf or excel formats.

City staff on site familiar with the available properties within the City can assist with your search, a simple call can help you pinpoint a number of sites for your consideration.

In addition to the buildings and sites located on LOIS, the City also has a number of City-owned properties for sale and lease. City-owned property transactions are handled through the Property Management Division of the Planning & Development Department and the Law Department. For an up-to-date list of sites, you may contact either Department.

Once you have located a site, and have decided to move forward with your project, the City can assist you with other steps you may need to take such as the site plan review process, obtaining building permits, ensuring compliance with the zoning and land development code, signage regulations and landscaping requirements.

For information or assistance with LOIS, you may contact the Planning & Development Department at 309-524-2030. For information on City-owned property you may contact the Property Management Coordinator at 309-524-2036.
So you Found a Site, now What?

Permits & Site Plans

If your site has a current building you will be remodeling, chances are you will only need a building permit to get started with the process. However, if your project also includes any additional construction you will need to submit a site plan as part of the permitting process.

To complete the permit process you will need to follow these steps:

1. Fill out and submit a Permit Application;
2. Await Application and Site Plan Review;
3. Obtain Permit and begin construction;
4. Request City inspection; and
5. Receive final approval and issuance of a Certificate of Occupancy.

Applications for building permits are available at the Public Works Building in the Building Inspections Division. Site Plans that are submitted as part of the permit process are then forwarded to the Land Development Manager within the Planning & Development Department to ensure that new structures and development comply with adopted land use codes and policies.

The Land Development Manager will verify that the construction will meet applicable setbacks, height, and size (bulk) standards. For larger projects additional site plans for landscaping and lighting may also be required.

All site plans must include the following:

1. Property lines and dimensions;
2. Location and name of adjoining streets, avenues, alleys, and other physical features;
3. Locations and exterior dimensions of all existing structures;
4. Location, height, and exterior dimensions of all proposed buildings or improvements;
5. Distances (setbacks) from front, side, and rear property lines to the wall or edge of each existing structure and also each proposed structure improvement;
6. For detached buildings, distances from existing buildings to proposed buildings;
7. Street address; and
8. North arrow.

For questions regarding a site plan, you may contact the Land Development Manager at 309-524-2050.

For questions regarding the permitting process, you may contact the Building Inspections Division at 309-524-2370 or by visiting 3635 4th Avenue, Moline, IL 61265.
The City of Moline has adopted zoning and land development standards for the purpose of protecting the public health, safety, morals, comfort, convenience, and general welfare by implementing certain goals and objectives of the Comprehensive Plan. The Zoning Code and Map divides the City into 15 zoning districts to promote compatibility of land uses, including four residential districts (R-2, R-4, R-6, R-7); two resource districts (AG-2, C-2); two office districts (O-1, ORT); five business districts (B-1, B-2, B-3, B-4, NC); and two industrial districts (I-1, I-2).

**Can I Rezone my Lot?**

Although the City has been zoned based on the vision of the Comprehensive Plan, there are times that a property would benefit from a rezoning. In order to rezone a property, the owner who wishes to use land for purposes other than those permitted by the current zoning classification may request a Zoning Map Amendment, known as a rezoning.

A rezoning may occur following a public hearing held before the Plan Commission with final approval from the City Council. There are a series of criteria to be considered and we can assist you with the process. For larger projects, a PUD may be most beneficial.

**What is a PUD?**

A Planned Unit Development (PUD) district is another option available under the Zoning Code and is intended for mixed-use or unique single use projects to provide design flexibility not available through strict application and interpretation of the Zoning Code. PUD rezonings should be used only when long-term community benefits will be achieved through high quality development including:

1. More efficient infrastructure;
2. Reduced traffic demands;
3. A greater quality and quantity of public and/or private open space;
4. Other recreational amenities;
5. Needed housing types/mix;
6. Innovative designs; and/or
7. Protection and/or preservation of natural resources.

However, if a PUD is not for you, you may benefit from a Special Use Permit or a Variance.

**What is a Special Use?**

A Special Use Permit is an option that provides a property owner with an opportunity to utilize property for an activity, which under usual circumstances is not permitted within the Zoning District. As these situations are unique in nature, we can assist you with exploring this route for your business. A property owner can apply for a Special Use Permit from the Plan Commission and will be considered following a public hearing.

**Do I need a Variance?**

Under the Zoning Code, you may also request a Variance. A Variance is when your proposed project does not meet the requirements of the Zoning Code due to certain conditions of the property that would result in an undue hardship to the property owner.

Regardless of the route that best suits your needs, we are here to help you explore your options! For more information you may contact 309-524-2050.
You may have looked around for a business location and thought to yourself, I could do this right from home! While there are several types of minor businesses that can be operated from home without a permit, there are several regulations that must be followed. The most important being the business cannot have any employees that do not reside in the home.

The primary use of your home must be for living, with the secondary use being for your business. You may not alter your home in any manner that would differ from its residential character or have more than 200 sq feet designated to your home business.

Direct sales from a home are only allowed if orders have been previously made by phone or at a sales party, but display shelves and racks of inventory are not allowed. The display or storage of any goods also cannot be visible from the outside of the home. However, the home may be used as a pick-up location for orders made from sales.

In operating your home business, you may not have any highly explosive or combustible materials stored at your home without approval by the Fire Marshall. You may also not conduct any activity that would interfere with radio or television reception in the area or have any offensive noise, vibration, smoke, dust, odors, heat or glare beyond your property line.

Home businesses are also restricted to not being able to receive deliveries from commercial suppliers more than once a week and the deliveries may not be made from a semi-tractor trailer. Another restriction of a home business is that there may not be more than two visitors a day and the visitors are restricted to 8am to 8pm, Monday through Saturday.

The following occupations can be performed without a permit: artists and sculptors; authors, desktop publishers and composers; home crafts for sale off-site; office facility or clergy; sales provided no transactions are made on the property; making and receiving calls for off-site business, tutoring, preserving or home-cooking for off-site sale; vocal or instrument instruction; and telephone solicitation work.

If certain regulations are met and your home businesses requires you to perform outside any of the other restrictions imposed on home businesses, you may also apply for a Special Use Permit for either a minor home business or as a major home business to be granted permission to do so within the City.
The City of Moline created the Revolving Loan Fund Program (RLF) as an opportunity for an entrepreneur/business person to obtain supplemental funding for a business project with the overall intent to encourage the expansion and the development of viable business and industrial activity in the City of Moline.

The RLF is targeted to those businesses and industries that “but for” this assistance, the project could not proceed because of conventional interest rates and lending/exposure limits applied by local lending institutions. The RLF program is intended to provide the additional funds that make the project viable by filling the financing gap created by these conditions.

In order to apply for the RLF, other financial commitments must be in place at the time of application and the applicant must show their ability to repay the loan. No loan shall be made from the program where there is reasonable doubt as to the ability of the borrower to repay the loan.

A minimum of one job must be created per every $10,000 that is borrowed and each full-time equivalent must be created within two years of the loan disbursement.

The RLF funds can be used towards working capital financing to locate, expand, or retain a business operation within the area; as well as, but not limited to construction of buildings, reuse and modernization of facilities, purchase of equipment and purchase of inventory. RLF loans shall not subsidize or refinance existing business loans.

The minimum loan amount shall be $10,000 with the maximum loan not to exceed $100,000. No loan shall exceed the outstanding balance of the RLF account or 1/3 of the total project cost. In order to apply, the applicant will be required to provide a Justification of Public Financing document from their financial institution identifying (1) total cost of the project; (2) amount financed; (3) remaining amount of funds needed; (4) reason financial institution is unable to fund the full amount of the project. A Personal Guaranty is also required by any principal owning 20% or more of the company at the time of closing.

Upon approval, the term of the loan shall not exceed 10 years and the interest rate will be 50% below Prime rate or at Prime rate as determined by bankrate.com and must be signed off by applicant when the application is submitted.

All applications are reviewed by the RLF Loan Committee and then recommendation is made to the City Council for final approval. For detailed information or to apply for RLF you may contact 309-524-2035 or visit www.moline.il.us.

The City’s RLF can also be used in conjunction with the Bi-State Revolving Loan Fund Program, so long as the total combined loan amount does not exceed 1/3 of the total project cost. For more information, please contact the RLF Program Administrator at 309-793-6302 Ext. 128.
What Can a TIF do for Me?

A Tax Increment Financing District, known as a TIF, is created within areas that are suffering from factors such as blight, obsolescence, deterioration, inadequate utilities, deleterious land-use, and declining land value to assist in the redevelopment of that area.

How a TIF works is that once a TIF is created, the value of the property in the area is established as the “base” amount. The property taxes paid on this base amount continue to go to the various taxing bodies as they always had, with the amount of this revenue declining only if the base declines (something that the TIF is expected to keep from happening) or the tax rate goes down. It is the growth of the value of the property over the base that generates the tax increment. That increment can be used by the City as an incentive to aid the developer in the development process by either issuing bonds at the beginning of a project based on the estimated increased property value, or by distributing the increment to the developer as it becomes available annually.

The City of Moline currently has 13 TIF Districts in place. In order to take advantage of a TIF, your property must be located within a TIF district and you must prove “but for” public assistance the project would not move forward and that there are a number of impediments that make the project impractical without public assistance. The City has developed a process to ensure that public monies requested are indeed necessary.

The City can also use these funds to make public improvements within the TIF district.

Each TIF district generally lasts twenty-three years, however, Illinois Law allows for extension of a TIF for an additional twelve years after its expiration. For more information regarding TIF districts or to see if you are able to take advantage of the benefits of a TIF district, please contact 309-524-2032.
Since there are many types of economic incentives the City is able to provide to a prospective developer and/or business owner, the Planning & Development Director and City Attorney will prepare and propose a Development Agreement or a Development and Economic Incentive Agreement.

This Agreement protects the interests of both the City and the developer and/or business owner insuring both parties fulfill the terms of the Agreement. However, in order to enter into an Agreement the Developer and/or business owner must show that “but for” the incentives, they would not be able to successfully and economically complete the project.

The City will then determine if the project is vital, desirable and in the best interests of the City and its residents prior to offering incentives.

With a Development Agreement in place, we are able to lay out the various incentives or a combination that the City is able to offer for a specific project such as Tax Increment Financing increments, sales tax rebates, property tax rebates, facade improvement funds, Revolving Loan Funds or Business District sales tax benefits.

Sales Tax Rebates

When a project is developing a new or existing business that will generate sales tax, the City may consider a sales tax rebate as an incentive. However, it is understood that the sales tax rebate will be derived solely from the sales tax revenue received by the City as a result of the new or existing business created by the project. The City must also collect more than a certain minimum sales tax as a condition.

The sales tax rebates are calculated on the Municipal 1% sales tax only, not the City's 1% Home Rule Tax, or the City's 1.25% prepared food and packaged liquor tax.

Property Tax Rebates

If a TIF District is not in place, the City at its discretion is also able to offer property tax rebates based off of the property tax revenue disbursed to the City from the taxes imposed by Rock Island County.

Similar to sales tax rebates, the property tax rebate would be based upon the property taxes generated solely from the project location and the actual rebate will be calculated based on the Actual Assessed Value as established by the Rock Island County Assessor.

For more information regarding Development Agreements or to request an analysis of your project, you may contact 309-524-2032.
Façade Improvement Program

The Façade Improvement Program was created to assist business owners with rehabilitation of their business’ façade (storefront).

In order to apply for the Program, the applicant must be the owner of the building to be rehabilitated or a business within that building and all property tax payments must be current on the property. An applicant must wait to begin the work until approval is made on their application and the applicant has received a Letter of Commitment from the Design Committee.

Applications are reviewed in the order they are received and funding is made available until all program dollars have been committed. The Program only allows for one award per building, every five years. The Design Committee has final approval over all project designs and gives preference to historic buildings.

There are two types of awards that are granted:

**Storefront Restoration Grant** - City will reimburse a maximum of $2,500 per project.

**Traditional Commercial Areas Rejuvenation Program** - City will reimburse a maximum of $15,000 per project (50% reimbursement on expenses equal to or less than $20,000; expenses over $20,000 the City will reimburse up to 20%) extended as a 5 yr forgivable loan.

Preference is given to projects where the removal of overlay materials reveal superior design, materials, or workmanship; or historic materials, design, or workmanship; or where the removal will facilitate the restoration or construction of a façade that is more compatible with the character of the building and surrounding streetscape.

For more information or to apply for the Façade Improvement Program, please contact 309-524-2035. You may also visit www.moline.il.us to download a façade application packet.
What are these Designated Areas for?

The Planning and Development Department strives to create a healthy and strong city community with beautiful neighborhoods and a thriving economy. With an eye toward continuous improvement of our community and of the services we are able to provide, we are continuously looking for opportunities to assist you.

Special Service Area

The City of Moline currently has two active Special Service Areas (SSA), SSA #5 known as Bass Street Landing (1.3186% tax) and SSA #6 known as Downtown Moline Centre (.8318% tax), both are located within Moline’s downtown area.

SSA’s are designated areas where a special tax is imposed on only the property owners within the area receiving the benefit to finance additional services, improvements, or facilities desired.

The City of Moline may have an unlimited number of SSA’s which may overlap entirely or partially, however, in order to establish an SSA, there are statutory guidelines which must be met.

Historic District

The Moline Downtown Commercial Historic District was officially placed on the National Register of Historic Places on August 30, 2007 and consists of 114 properties centered on 5th Avenue between 12th Street and 18th Street.

The establishment of this Historic District brings distinction to downtown Moline for its historic and architectural character. It also provides a redevelopment tax incentive opportunity for persons interested in properties within the Historic District.

Property owners within the District can qualify for a Federal Historic Preservation Tax Credit equal to 20% of a rehabilitation’s qualified expenditures for substantial rehabilitation projects. In order to qualify, a Historic Preservation Certification Application must be made to the National Park Service within the U.S. Department of the Interior. Upon approval, the tax credit may then be subtracted directly from federal income taxes submitted by the owner.

Enterprise Zone

The City of Moline participates in the Illinois Quad City Enterprise Zone to assist projects using tax incentives such as sales tax deductions, job tax credits, investment tax credits, manufacturing machinery and equipment sales tax exemptions, utility tax exemptions and corporate contribution deductions. However, Moline, together with East Moline, Milan, Silvis and Rock Island County must apply and be awarded Enterprise Zone benefits annually by the State of Illinois.

Business District

There is currently only one Business District within the City of Moline known as the Avenue of the Cities/27th Street Business District. Business Districts are created to impose a tax designated to fund the development or redevelopment of certain areas within a municipality.

In order to establish a business district, the City must first approve a business district plan and designate a business district. For more information regarding any of these districts, contact 309-524-2030.
Now that you have established a location for your business, you have your funding in place, and your building updates are almost complete, let’s discuss business licenses. At the start of this Guide, we noted that not all businesses require a license from the City so let’s take a deeper look at the businesses that are required to obtain a license from the City of Moline:

- Amusement Devices (video gaming/pool tables/dart boards/poker machines, etc)
- Animal Dealer
- Body Art/Tattoo Artist
- Contractor Registration
- Food/Beverage License
- Liquor (purchase, sales, or serving)
- Pawnbroker
- Pyrotechnics (fireworks)
- Junk or Second Hand Dealer
- Tobacco Sales
- Towing/Relocator Service
- Transient or short-term Merchant (includes door to door sales)
- Tree Trimmer
- Youth Dance Club

All of the business licenses listed above are obtained through the Finance Department at 1630 8th Avenue, Moline, IL, with the exception of Food/Beverage License which we will discuss more below. Once you have obtained your license, annual renewal can be performed online.

**Food/Beverage License**

Food/Beverage Licenses are handled by the Building Inspections Division within the Public Works Department located at 3635 4th Avenue, Moline, IL.

In order to apply for a Food/Beverage License, three basic pieces of equipment are required in any establishment:

- A three-compartment sink large enough to accommodate your largest utensil and equipped with double drain boards (Sec. 750.820(a), IDPH);
- Hand washing sink supplied with hot and cold running tempered water, soap, and paper towels (Sec. 750.1120(a), IDPH);
- A mop sink or curbed cleaning facility for cleaning mops and the disposal of waste water (Sec. 750.1220(b), IDPH). This last requirement can be waived if an existing mop sink is located within close proximity to the food preparation area.

All installed equipment must be of commercial grade and National Sanitation Foundation approved. The establishment must all be under the operational supervision of a manager or supervisor who is certified in Food Sanitation by the State of Illinois. Those establishments not in compliance at the time of licensing shall have three months to comply in accordance with Section 750.540 of the Illinois Department of Public Health (IDPH).

All of these requirements must be satisfied and approved by the Environmental Health Specialist at the time of issuance of the Food/Beverage License.

For questions regarding general business licenses, you may contact the Finance Department at 309-524-2070. For questions regarding a Food/Beverage License, you may contact 309-524-2373.
Getting a Liquor License

A Liquor License is required in addition to any other business license you may need by any business that purchases, sells, or serves alcohol. Applications are handled by the City Clerk. A summary of the Liquor License Application Checklist is as follows:

- Completed Permission for a Background Check
- Completed Application
- $3,000 Non-Refundable Fee
- Pro-Rated Annual Fee for Liquor License by Classification and any applicable Options
- Documentation of Status of Business
- Color Copies of State Issued Photo Identification with address for all Owners who own more than 5% of the business and the Liquor Manager
- Proof of the Right to Possession of Property
- Statement by Owner of Premises
- Certificate of Liquor Liability Insurance (Dram Shop)
- Statement of Receipt of Chapter 4, Alcoholic Liquors of the Moline Code of Ordinances, and City of Moline 1.5% Prepared Food & Liquor Tax Form
- Copy of Certificate of Occupancy Issued by the City of Moline Building Inspections Division
- Copy of Food License issued by the City of Moline Environmental Health Specialist.
- Other documentation needed for individual classification.

A State of Illinois Liquor License must also be obtained after the City of Moline license is issued. Applications for the City of Moline take 6-8 weeks on average to process. For more information regarding Liquor Licenses, you may contact the City Clerk at 309-524-2004.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Options Available</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>Restaurant</td>
<td>I, II, III, IV, VI</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class AA</td>
<td>Restaurant - Beer &amp; Wine Only</td>
<td>I, II, III, IV, VI</td>
<td>$700.00</td>
</tr>
<tr>
<td>Class B*</td>
<td>Tavern</td>
<td>I, II, IV, VI</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class C</td>
<td>Packaged Sales - Primary (Liquor Store)</td>
<td>None</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class CC</td>
<td>Packaged Sales - Secondary (C-Store/Grocery)</td>
<td>III (if more than 10,000 sq. ft.)</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class D</td>
<td>Club / Fraternal Organization (NFP)</td>
<td>I, II, VI</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class E</td>
<td>Rental Hall</td>
<td>I, II</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class F</td>
<td>Hotel / Motel</td>
<td>I, VI</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class FF</td>
<td>Hotel / Motel Limited (Manager's Receptions)</td>
<td>I, VI</td>
<td>$700.00</td>
</tr>
<tr>
<td>Class G</td>
<td>Bowling Center</td>
<td>I, II</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Class H</td>
<td>Civic Center</td>
<td>I</td>
<td>$6,800.00</td>
</tr>
<tr>
<td>Class I</td>
<td>Special Event Not for Profit</td>
<td>None</td>
<td>$25.00/day</td>
</tr>
<tr>
<td>Class II</td>
<td>Special Event Hosted Bar</td>
<td>None</td>
<td>$25.00/day</td>
</tr>
<tr>
<td>Class III</td>
<td>Special Event Homebrewer</td>
<td>None</td>
<td>$25.00/day</td>
</tr>
<tr>
<td>Class J</td>
<td>Park Concession</td>
<td>None</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
Outdoor Dining Policy

The City of Moline has adopted the Sidewalk Café Guidelines which requires all food and beverage service establishments who seek to have outdoor dining on City sidewalks or other public right of way to obtain a licensing agreement from the City, in addition to ensuring the Sidewalk Café Guidelines are followed in creating temporary sidewalk cafés that are safe and attractive to restaurant patrons and pedestrians.

Sidewalk cafés are temporary dining areas adjacent to a food or beverage service establishment that occupy part of the public right-of-way during eating establishment hours.

Sidewalk cafés are wonderful and contribute to a vibrant urban culture that make Moline streets more dynamic places to walk, socialize, and dine.

The City of Moline Sidewalk Café Guidelines assist business owners by providing acceptable dimensions for café access and for public right-of-ways, sidewalk café barriers, and the layout of outdoor service areas.

The City of Moline requires the use of durable and high-quality outdoor furnishings and materials to increase the safety and comfort of patrons of sidewalk cafés. The Guide also offers diagrams to illustrate examples of sidewalk café design and photographs that show acceptable and unacceptable sidewalk café furnishings.

The Guide provides information applicable to establishments with and without liquor licenses as well as for private and public property.

A complete copy of the Guide is available on the City of Moline website, www.moline.il.us as well as at the Planning & Development Department.

For more information regarding outdoor dining and the Sidewalk Café Guidelines, please contact 309-524-2036.
Can I Hang this Sign?

You’ve made it this far, and now you are ready to advertise your business with a sign, but can you hang it? There are several types of signs that are actually prohibited so it is a good idea to familiarize yourself with them prior to purchasing a sign for your business.

**Public Property**

As a rule of thumb, private signs cannot be placed on any public property. This includes utility poles, stationary public signs, public equipment, or anywhere in the right-of-way -- public land encompassing all streets, parkways, boulevards, sidewalks, utilities, and other public infrastructure. If you do place a sign in any of these areas, it will be removed and the owner may be subjected to the full costs of removal and disposal.

**Temporary Signs**

All lots are allowed one temporary sign but it must be placed on private property. A permit is not required. All lots are also entitled to one freestanding banner and a permit is also not required, however, the size is limited to 36 sq. ft. in total area. Wall-mounted banners are limited to one per entrance and must meet size limitations established for the applicable zoning district.

**Prohibited Signs**

Certain types of signs are prohibited in the City of Moline including (but not limited to): portable signs, animated signs, moving or flashing signs, and any signs designed to move with normal wind currents (i.e. “flag” signs).

Pennants, spinners, streamers, inflatable signs, tethered balloons, and nonconforming banners are also prohibited except during one temporary occurrence not exceeding 7 consecutive days per calendar year; permits are not required.

**Permanent Signs**

Regulations for permanent signs are based on the zoning district and street frontage of a property. Properties in more intensive zoning districts with larger street frontages are generally allowed more signage than smaller, less intensively zoned properties, however, permits are required for all permanent signs by submitting an application to the Land Development Manager. An application can be obtained by visiting the City of Moline webpage, www.moline.il.us.

For more detailed information concerning signs, you may view the Moline Code of Ordinances, Chapter 3, “Advertising and Signs” or you may contact the Land Development Manager at 309-524-2050.
Quad Cities Chamber of Commerce  
As one of the largest business organizations in the region, the Chamber exists to ensure the success of its partner businesses and to continually enhance the region’s economic vitality. Visit the Chamber’s website, www.quadcitychamber.com, to see how the Chamber is affecting the Illinois Quad Cities through its involvement in Community & Economic Betterment, Workforce Development, and Government Affairs. For more detailed information, please call (309) 757-5435.

Western Illinois University Small Business Development Center  
The Western Illinois University Small Business Development Center and the International Trade Center work with small business for free, confidential one-on-one advising, training and research to assist small businesses to start, grow and sustain in order to create a more vibrant small business community in the region. For more information, please contact 309-762-3999 ext. 62243 or visit, www.wiusbdc.org.

Bi-State Regional Commission  
This organization serves as a forum for intergovernmental cooperation and delivery of regional programs and assists member local governments in planning and development. It also is a repository for demographic and economic data that can be incorporated into a business marketing strategy or start-up business plan. For more information visit, www.bistateonline.org.

Quad City Regional Economic Development Authority  
This organization issues tax-exempt bonds on behalf of a company for the purpose of developing, constructing, acquiring, or improving facilities within the area of the authority. These bonds often result in a lower interest rate for the borrower. For more information, visit www.qcredas.org or call 866-325-7525.

Quad Cities First  
Jointly managed by the Illinois Quad City Chamber and the Iowa Quad City Chamber, Quad Cities First conducts external marketing for the Quad Cities region, Rock Island Arsenal advocacy, and state and federal lobbying efforts. Visit them at www.quadcitychamber.com.

Ignite Quad Cities  
Ignite Quad Cities is an entrepreneurial culture-binding initiative of the Quad Cities Chamber that connects new, growing, and emerging businesses to the resources they need.

Other Resources  
American Management Assn - amanet.org  
Better Business Bureau - bbb.org  
Dun & Bradstreet - dbn.com  
Employee Benefit Research Institute - ebri.org  
IL Manufacturers Association - iama.net.org  
IL Retail Merchants Association - irma.org  
Moline Township - molinetownship.com  
National Assn. of Self Employed - nase.org  
National Business Assc. - nationalbusiness.org  
National Minority Business Council - nmbc.org  
National Restaurant Assn. - restaurant.org  
Research Inst. for Small B. - allbusiness.com  
Rock Island County - co.rock-island.il.us  
Tri-City Unemployment Group - tricityug.org  
US Chamber of Commerce - uschamber.org

Resources: State Agencies  
Attorney General - ag.state.il.us  
Commerce Commission - iicc.illinois.gov  
Dept. of Agriculture - agr.state.il.us  
Dept. of Commerce - commerce.state.il.us  
Dept. of Employment Security - ides.state.il.us  
Dept. of Labor - state.il.us-agency/idol  
Dept. of Prof. Regulation - dpr.state.il.us  
Dept. of Revenue - revenue.state.il.us  
Dept. of Transportation - dot.state.il.us  
EPA - epa.state.il.us  
Illinois Skills Match - illinoisskillmatch.com  
Industrial Commission - state.il.us-agency/iic  
Northeastern IPC - nipc.org  
Secretary of State - sos.state.il.us  
State of Illinois - illinois.gov  
National Minority Business Council - nmbc.org  
Small Business Administration - sba.gov  
Stat—USA - stat-usa.gov  
US Census Bureau - census.gov

Resources: Federal Agencies  
Americans with Disabilities Act - ada.gov  
Consumer Product Safety Com. - cpsc.gov  
Dept. of Commerce - commerce.gov  
Dept. of Labor - dol.gov  
Dept. of State - state.gov  
Federal Government Director - usa.gov  
Economic Dev. Administration - eda.gov  
Environmental Protection Agency - epa.gov  
Internal Revenue Service - irs.gov  
Occ. Safety & Health Admin - osha.gov  
Small Business Administration - sba.gov

NOTE: This guide was compiled by the Planning & Development Department from various internal and external sources in an attempt to compile the most current and accurate information. This guide may not be all-encompassing. In no way is this document to be construed as a legal document. If you have any doubt concerning the information presented within this document, please contact or consult a professional or City of Moline staff.

For further information, please contact:  
PLANNING & DEVELOPMENT DEPARTMENT  
CITY OF MOLINE, CITY HALL  
619 16th Street, Moline, IL 61265  
Phone: 309.524.2030  
Or visit the City’s webpage at www.moline.il.us.