**Doing Business in Milan, Illinois**

Welcome! This brochure/guide was designed to serve as a reference tool for business development. It contains Village of Milan contact information, as well as information at the state and federal level.

**Enterprise Zone**

Businesses that make investments within the Village of Milan Enterprise Zone are eligible for state and local tax incentives. To confirm that your business or development property is in the zone, please call the Village of Milan Economic Development Department at (309) 787-8506.

**Sales Tax Deduction on Building Materials**

Enterprise Zone businesses or contractors may purchase building materials sales tax exempt from eligible retailers. Eligible materials include:

- lumber, sheet rock, concrete block, nails, screws, windows, doors
- furnaces, ductwork plumbing, electrical systems, central air conditioners
- carpet, paint, landscaping, and all other materials that are “permanently affixed to the property”

An approved certificate of sales tax exemption is required. For an exemption certificate and specific rules for purchasing materials, contact the Economic Development Department.

**Frequently Asked Questions**

**Is my property located in a Tax Increment Financing (TIF) District or Enterprise Zone?**

The Village of Milan has three Tax Increment Financing Districts. See map on back of brochure for areas.

**Does the City have incentive programs to assist small business?**

The Village has in place a low-interest loan program available, along with the TIF and Enterprise Zone incentives in designated areas.

**Contact Information**

Mayor, 787-8508  
Village Trustees, 787-8500  
Village Administrator, 787-8507  
Village Clerk, 787-8500  
Economic Development, 787-8506  
Building Inspection, 787-8527  
Police (non-emergency), 787-8520  
Blackhawk Fire (non-emergency), 787-1131  
Public Works, 787-8532  
Water/Sewer, 787-8530  
Blackhawk Township, 787-3111  
Milan Post Office, 787-4314  
Community Center/Parks & Recreation Department, 787-8510  
Milan Chamber of Commerce, 716-8144

*Area code 309

**Water and Sewer**

The Village of Milan Public Works Department is responsible for operating many of the water and sewer functions within the Village of Milan. Water service may be initiated or terminated at the Milan Municipal Building, Village Clerk’s office (first floor) or by calling (309) 787-8500.

**Traffic Counts**

For a map of daily traffic counts visit the Illinois Department of Transportation at www.gettingaroundillinois.com or Bi-State Regional Commission at www.bistaterec.org. (February 2010).
Doing Business in Milan, Illinois...

**OPENING A BUSINESS CHECKLIST**

In The Village of Milan, it’s easy to open your business. The village staff and officials take the time to answer your questions and get you started. This list is designed to be a quick checklist to help you along the way.

- **Building Permits**
  A building or structure may not be erected, constructed, enlarged, altered, repaired, moved, improved, converted, or demolished unless a separate building permit has been obtained from the Village of Milan Inspection Division. Building permit fees are based on the valuation of the construction or renovation. For information about building permits call (309) 787-8527.

- **Change of Use or Type of Occupancy**
  The Village of Milan Division is responsible for the regulation of changes of use or occupancy. If the most recent use of the space was for a different type of commercial use, such as converting office space to retail sales, contact Inspection Division at (309) 787-8527 to discuss whether or not alterations, or zoning change may be required and to arrange an inspection to issue a Certificate of Occupancy.

- **Electrical Permits**
  The Village of Milan Inspection Division is responsible for the regulation and inspection of any design, construction, quality of materials, location, operation, or maintenance or use of heating, ventilating, cooling, refrigeration systems, incinerators, and other miscellaneous heat-producing appliances. All individuals need to obtain an electrical permit prior to conducting electrical work. For information about electrical permits call (309) 787-8527.

- **Mechanical Permits**
  The Village of Milan Inspection Division is responsible for the regulation and inspection of any design, construction, structures, quality of materials, location, operation, maintenance or use of heating, ventilating, cooling, refrigeration systems, incinerators, and other miscellaneous heat-producing appliances. All individuals need to obtain a mechanical permit prior to conducting mechanical work. For information about mechanical call (309) 787-8527.

- **Plumbing Permits**
  The Village of Milan Inspection Division is responsible for the regulation and inspection of any installation, alteration, or change of electrical wiring in the village. All individuals need to obtain an electrical permit prior to conducting electrical work. For information about permits call (309) 787-8527.

- **Coin Operated Game Machines, Video Games, or Pool Tables**
  A business must apply for a license for coin operated game machines, videos, or pool tables. For applications and more information please see the Village of Milan Village Clerk at the Milan Municipal Building, 405 East 1st Street, or call (309) 787-8500.

- **Construction in Public Right-of-Way**
  The Village of Milan Public Works Department is responsible for the regulation and inspection of construction in the public right-of-way. For more information regarding construction, such as concrete work or excavation in the public right-of-way, call the Village of Milan Public Works at (309) 787-8527.

- **Fire Inspection**
  In a proactive attempt to ensure the safety of structures, the Blackhawk Fire Department will conduct, upon request, a fire inspection of all commercial properties. For more information, call the Fire Chief at (309) 787-1131.

- **Food and/or Beverage Sales**
  An annual food and beverage license is required for all food service establishments and retail food stores operating in the Village of Milan and is issued by the Health Inspector. For information on food and beverage licenses call the Rock Island County Health Department at (309) 732-2915. An annual restaurant license is also required for all food service establishments and retail food stores operating in the Village of Milan.

- **Fuel Tax**
  The Village of Milan charges a user tax of $0.01 on retail and bulk purchases of motor fuel within the city. (For example, a trucking company with its own fuel tanks would be a bulk fuel user.) See the Village of Milan Village Clerk at the Milan Municipal Building (first floor) for the appropriate forms or call (309) 787-8500.

- **Garbage Collection**
  The business is responsible for contracting with a reputable garbage collection firm to secure a dumpster or garbage pickup. There are several competitive companies that offer this service.

- **Gas and Electric Service**
  Electric and natural gas service is provided by MidAmerican Energy. Contact them by calling 1-800-329-6262. If the services have been turned off for one (1) year, contact the Village of Milan Inspection Division for a utility turn-on inspection at (309) 787-8527.

- **Hazardous Materials**
  The Village of Milan requires businesses that handle, use, make, sell, generate, or store hazardous materials or hazardous wastes, to obtain a permit. During the fire department’s annual fire inspection this year, a short inventory will be taken of the types and quantities of material on your premises. From this assessment a hazardous material fee will be generated. For more information, call the Fire Marshall at (309) 787-1131.

- **Internet and/or Cable**
  There are many Internet providers in town to meet your needs with phone line, broadband, and wireless connections. Mediacom is the local cable provider.

- **J.U.L.I.E.**
  Anytime you plan to dig, whether it’s a small or a large construction, please call JULIE (Joint Utility Locating Information for Excavators) 48 hours prior to digging. JULIE will notify the owners/operators of underground facilities who are JULIE members of this planned digging activity, and the areas will be marked. Call 811.

- **Land Use Regulations**
  The Village of Milan has zoning and land use regulations in place. If your property needs to be rezoned from residential use to commercial, so a business use can locate there, Village staff can assist you with this process. A Zoning Variance is necessary when a proposed development cannot comply with the applicable zoning regulations. For example, problems such as exceptional narrowness, inadequate depth, or irregular shape would be considered impractical conditions, which may require a Zoning Variance. A Special Use Permit is necessary when a resident wishes to use his/her property for a purpose that is not permitted in the particular zoning district. The procedures used to apply for a Special Use Permit, Zoning Variance, or Rezoning are all very similar. The primary difference is who reviews the application. Applications for a Special Use Permit are reviewed directly by the Village Council. An application for a Zoning Variance is reviewed by the Board of Zoning Appeals (BZA), with the BZA making the final decision. Rezoning applications are reviewed by the Planning Commission with the Village Council making the final decision. For more information on land use regulations or for applications please call the Village of Milan at (309) 787-8527. The Village of Milan Zoning Ordinance is available online at www.milanil.org under “downloads.”

- **Liquid License**
  Liquor licenses are required for businesses planning to sell alcohol, wine, or beer. The mayor is the liquor commissioner. For a liquor license application, see the Village Clerk at the Milan Municipal Building, first floor, or call (309) 787-8500.

- **Occupancy Limit**
  The occupancy limit needs to be visibly posted for most commercial uses. For more information, contact the Blackhawk Fire Department Fire Chief at (309) 787-1131.

- **Ordinances**
  The Village of Milan Code of Ordinances is available online. If you have questions about an ordinance, please contact the Village Clerk at (309) 787-8500.

- **Parking**
  For information about required parking for a business, please contact the Village of Milan Inspection Department at (309) 787-8527.

- **Police**
  Business Watch is a program that is based on the concept of Neighborhood Watch. It involves business owners getting to know each other and working together in an active role to reduce crime in the business community. Employees are training in various areas, such as reporting suspicious activity, shoplifting, and robbery prevention. For more information, please contact the Milan Police Department at (309) 787-8520.

- **Property Taxes**
  The Village of Milan is in Blackhawk Township. To learn what your property tax assessment would be, contact the township assessor or visit www.rockislandcounty.org/TaxSearch/disclaimer for a property search.

- **Sales Tax**
  The amount of sales tax collected in the Village of Milan is 6.75% for purchases of retail items and services. Call the Department of Revenue at 1-800-732-8866 for tax papers and other tax information.

- **Signs**
  A business should submit their new sign for review to the Village of Milan Inspection Division. Please call (309) 787-8527. The sign must comply with the Sign Ordinance and a business needs to obtain a permit from the Inspection Department. The Village of Milan Sign Ordinance is available online.

- **Storm Water Control**
  The Village of Milan Inspection Department is responsible for the regulation and inspection of storm water control functions as they pertain to new construction and other land disturbing activities citywide. For more information regarding the management of sediment and post construction detention requirements call the Village of Milan Inspection Department at (309) 787-8527.