

# BUSINESS START-UP GUIDE

*The requirements and resources in this guide will help entrepreneurs successfully establish and operate a business in the Village of Metamora, Illinois.*

## WHY METAMORA?

Thriving town square and walkable business district.

Proximity to regional markets in Peoria and Bloomington-Normal.

Low startup costs and affordable commercial real estate.

Engaged local government dedicated to small business success.

# WELCOME TO METAMORA!

## STEPS TO START YOUR BUSINESS

State and Federal Registration.....3

Local Permitting and Licensing....3 - 4

Enterprise Zone Incentives.....5 - 6

Review and Inspection.....5

Business Support Contacts.....7 - 8

*The Village of Metamora, Illinois is a welcoming, business-friendly community located in Woodford County, just northeast of Peoria. Known for its historic charm, active downtown, and supportive local leadership.*

*Whether you're starting a new business, renovating a local storefront, or relocating an existing venture, the Village of Metamora is here to help you every step of the way. Our commitment to economic growth, small-town quality of life, and historical preservation makes Metamora a prime location for entrepreneurs. This guide will walk you through the process and introduce you to key contacts and resources.*

*For More Information:*



Village of Metamora - Clerk & Zoning  
(309) 367 - 4044  
[contact@villageofmetamora.com](mailto:contact@villageofmetamora.com)



## State and Federal Registration

- Register the business online with the Illinois Secretary of State. (for LLCs, corporations, etc.)
- Obtain a Federal Employer Identification Number (FEIN) online from the IRS.
- Register for state tax purposes (sales tax, withholding, etc.) with the Illinois Department of Revenue online through MyTax Illinois.
- Register with Illinois Department of Employment Security (IDES), if you plan to hire employees.

***Before applying locally, make sure your business is registered and compliant with all state and federal requirements.***

## Industry-Specific Permits & Licenses

- Food businesses must contact the Woodford County Health Department.
- Businesses selling liquor must apply for a state license through the Illinois Liquor Control Commission. Local liquor licensing is required first, in order to receive state licensing.
- Businesses selling tobacco must apply for a state license through the Illinois Department of Revenue.
- Construction, manufacturing, or environmental-impacting businesses may need to contact the Illinois EPA.

## Local Permitting and Licensing

### **Zoning Compliance**

Before signing a lease or beginning construction, confirm that your business type is permitted in your proposed location.

- Contact the Village Clerk or zoning office to:
  - Review zoning classifications.
  - Obtain a Zoning Certificate.
  - Discuss whether a Special Use Permit or zoning change is required.

***The Village of Metamora regulates land use, signage, construction, and alcohol sales through zoning and permitting processes.***

### **Building Permits**

Required for: new construction, interior renovations or buildouts. HVAC, plumbing, roofing, or electrical work.

- Submit building plans and permit applications to the zoning office.
- Work must be inspected and approved before occupancy or operation begins.

# Local Permitting and Licensing Cont.

*The Village of Metamora regulates land use, signage, construction, and alcohol sales through zoning and permitting processes.*

## **Sign Permits**

Required for: New business signs and modifications.

- The sign design must comply with size, material, and placement guidelines in the zoning ordinance.
- Submit permit applications to the Zoning Office.

## **Special Use Permits**

Required for uses not automatically permitted in the zoning district.

Examples include: gas stations, drive-thru restaurants, auto repair, event venues or commercial buildings in residential zones.

- Submit permit applications to the zoning office.
- Attend a public hearing before the Zoning Board of Appeals and receive final approval from the Village Board.

## **Liquor Licenses**

Two steps are required:

- 1. Apply for a local liquor license with the Village of Metamora Clerk.
- 2. After approval, apply for a state license through the Illinois Liquor Control Commission.

Local approval is subject to location restrictions and public hearing procedure.

## **Home-Based Businesses**

Permitted as home occupations if they:

- Do not generate additional traffic or noise.
- Use no signage beyond what is allowed in residential areas.
- Maintain the residential character of the neighborhood.

# Enterprise Zone Incentives

## What is an Enterprise Zone?

An Enterprise Zone is a special area where the State of Illinois and the Village of Metamora can offer tax breaks and incentives to encourage business growth, new construction, and redevelopment. **The Village is currently in the process of expanding the existing boundaries of the Enterprise Zone to include the areas shown on the map on page 6.**

## How it helps you:

If your project is located in an Enterprise Zone, you may qualify for benefits that cut costs and speed up development, including:

- No sales tax on building materials (with a valid exemption certificate)
- Property tax abatements on new improvements for a period of five (5) years
- No or reduced permit and inspection fees

## How to qualify:

**How to qualify and apply for Enterprise Zone incentives will be announced at a later date.**

# Review and Inspection

## Initial Contact

Speak with the Village Clerk or zoning office to determine which approvals and forms are needed.

## Submit Applications

Complete all relevant zoning, sign, building, and liquor license forms.

## Plan Review

Your project will be reviewed by Village staff and consultants as needed.

## Public Hearing

Required for Special Use Permits or liquor licenses.

## Inspections

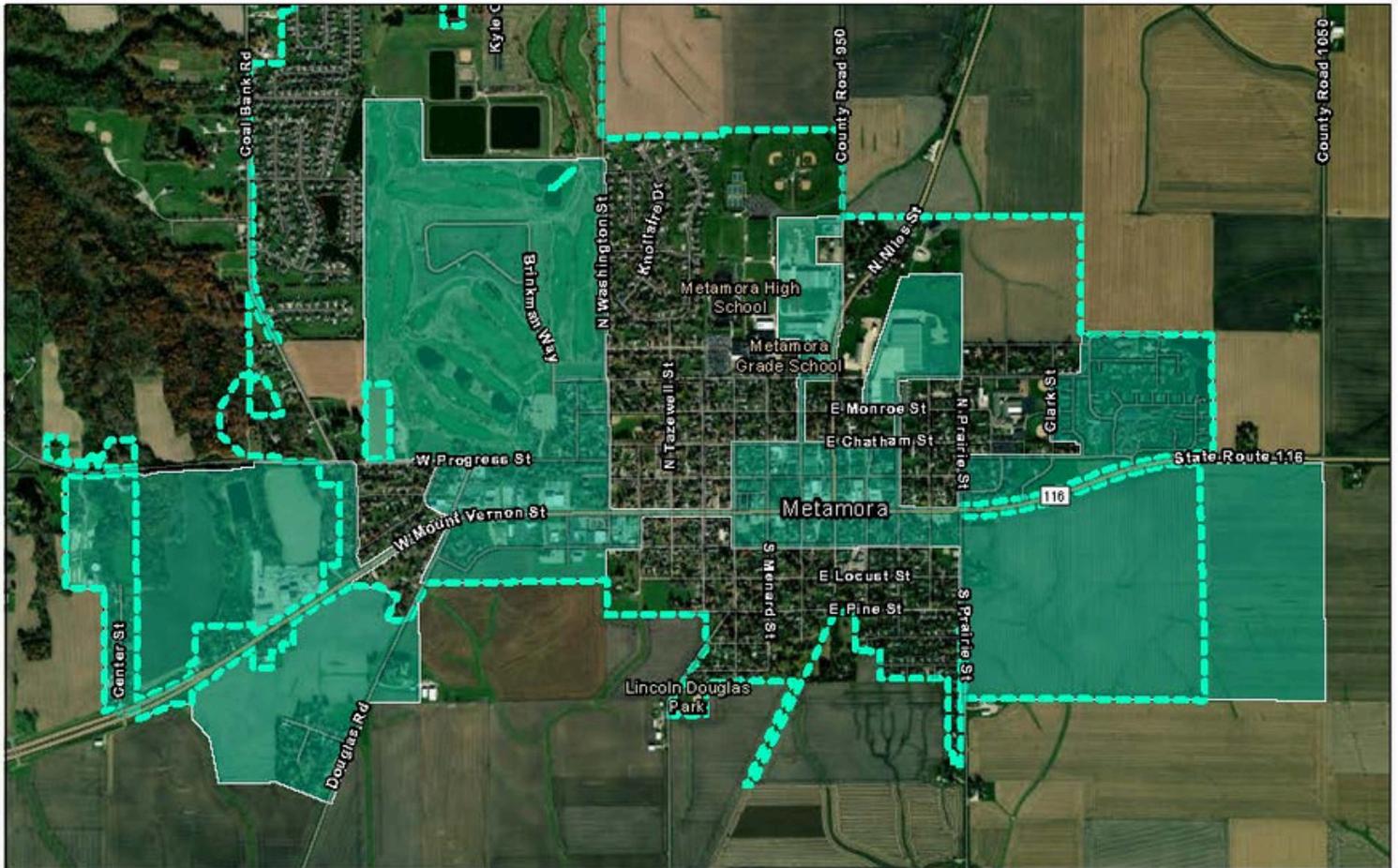
conducted prior to occupancy or operation for compliance.

## Final Approval

Once approvals are granted and permits issued, you may begin business.

APPROVED

# Proposed Enterprise Zone Map

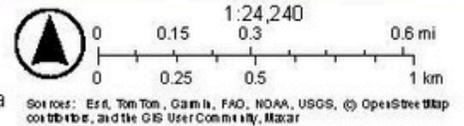


9/3/2025

-  Corporate Limits
-  Enterprise Zone (Metamora)
- World Imagery

- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery

- Citations
- 4.8m Resolution Metadata





## Local, Regional, and State Agencies for Business Support

### Local Agencies

#### Village of Metamora - Clerk & Zoning

Your first point of contact for zoning, permitting, and general assistance.

100 N Davenport, Metamora, IL 61548

 (309) 367 - 4044

 [contact@villageofmetamora.com](mailto:contact@villageofmetamora.com)

 [www.villageofmetamora.com](http://www.villageofmetamora.com)

#### Woodford County Health Dept.

Permits for food-related and sanitation businesses.

 (309) 467 - 3064

 [www.woodfood-county.org](http://www.woodfood-county.org)

#### Hometown Consulting

Assisting Metamora with administrative and economic development projects & programs.

 Cole: (309) 370 - 2865  
Matt: (309) 370 - 3061

 Cole: [cmcdaniel@hometownconsultants.com](mailto:cmcdaniel@hometownconsultants.com)  
Matt: [mfick@hometownconsultants.com](mailto:mfick@hometownconsultants.com)

### Metamora Area Business Association

Supports local businesses and works to enhance community life in Metamora.

 [contact@metamorabusiness.com](mailto:contact@metamorabusiness.com)

 [www.metamorabusiness.com](http://www.metamorabusiness.com)

### Regional Agencies

#### Illinois Small Business Development Center (SBDC)

Offers free business counseling, financial planning, and startup assistance.

 (309) 677 - 4321

 [www.bradley.edu/academic/colleges/fcbal/centers/turner/centers/sbdc/](http://www.bradley.edu/academic/colleges/fcbal/centers/turner/centers/sbdc/)

#### Greater Peoria Economic Development Council (GPEDC)

Provides business support, workforce development, and access to funding.

 (309) 495 - 5910

 [info@greaterpeoriaedc.org](mailto:info@greaterpeoriaedc.org)

 [www.greaterpeoriaedc.org](http://www.greaterpeoriaedc.org)



## State Agencies

### Illinois Department of Commerce and Economic Opportunity (DCEO)

Manages small business grants, tax incentives, and business financing programs.

500 E Monroe St, Springfield, IL 62701

 (217) 782 - 7500

 [www.illinois.gov/dceo](http://www.illinois.gov/dceo)

### Illinois Secretary of State – Business Services

Registers business entities and provides legal structure guidance.

501 S 2nd St, Springfield, IL 62756

 (217) 782 - 6961

 [www.ilsos.gov](http://www.ilsos.gov)

### Illinois Department of Employment Security (IDES)

Administers state unemployment benefits, runs the employment service and Illinois Job Bank, and publishes labor market information.

 (800) 247 - 4984

 [www.ides.illinois.gov](http://www.ides.illinois.gov)

### Illinois Department of Revenue (IDOR)

Handles state tax registration and compliance.

101 W Jefferson St, Springfield, IL 62702

 (800) 732 - 8866

 [www.tax.illinois.gov](http://www.tax.illinois.gov)

### Illinois Environmental Protection Agency (IEPA)

Provides environmental compliance assistance for certain industries.

1021 N Grand Ave E, Springfield, IL 62702

 (217) 782 - 3397

 [www.epa.illinois.gov](http://www.epa.illinois.gov)

### Illinois Liquor Control Commission (ILCC)

Regulates the Illinois liquor industry. Oversees the licensing process, and issuing new and renewal liquor licenses.

 Chicago office: (312) 814 - 2206  
Springfield office: (217) 782 - 2136

 [www.ilcc.illinois.gov](http://www.ilcc.illinois.gov)