

How to open a business in Oswego

If you are considering opening a business in the Village of Oswego there are a few things you should check before you decide on a location, apply for permits, or apply for a specialty license(s).

1. Determine where you want to locate your business. If you do not have a location in mind, the Village's Economic Development Department can be of assistance. Economic Development can be reached at 630-551-2335. They can also assist with other business-related questions.
2. Check with the Village's Development Services Department to make sure that the location is zoned properly and will allow the type of business you wish to open. If you are considering opening a home-based business, they will be able to tell you if the business is allowed in a residential area. Development Services can be reached at 630-554-3622.
3. If a business had previously been operating at the location, you will need to obtain a change of occupancy permit with the Village's Building and Permits Department. Building and Permits can be reached at bzinfo@oswegoil.org or at 630-554-2310.

Once you have found a location and confirmed proper zoning, please complete and submit the following application:

[Business Occupancy Permit Application](#)

Once the application is received, the review process takes approximately 15-20 business days. Once approved, Building & Permits staff will reach out via email or phone to provide next steps, including information on required inspections.

****Note-** if you are requiring any construction work, please let Building & Permits know prior to filling out the above application.

Signage for your business (temporary and/or permanent) requires a separate permit and must conform to certain regulations. Please complete and submit the following application for signage:

[Sign Permit Application](#)

If you have any questions or concerns during the application process, please contact the Building & Permits Department at 630-554-2310 or bzinfo@oswegoil.org