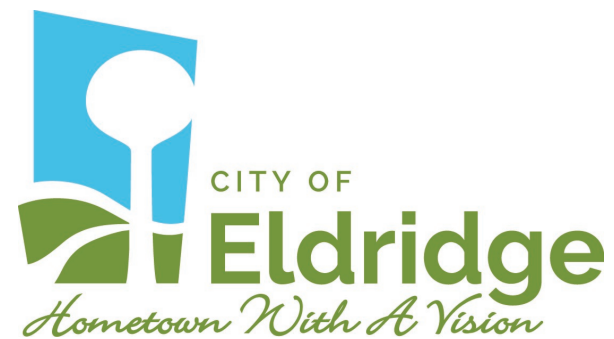


# Doing Business in Eldridge

**A guide for making our hometown  
your business's new home**



Welcome! The City of Eldridge is happy that you have chosen to make our hometown your business's new home. In order to aid you as you open your enterprise, we have compiled some useful information as well as a checklist to ensure that your business is ready to go on opening day.

#### Does the City have incentive programs to assist small businesses?

Eldridge participates in the Bi-State Regional Commission's Revolving Loan Fund (RLF) Program to provide gap financing for business startups or expansions that create or retain jobs. The RLF program targets businesses that cannot obtain full financing because of conventional interest rates and lending/exposure limits applied by local lending institutions. It is intended to provide the funds that complete the financial package by financing the "gap" created by these conditions. The program offers low interest loans to industrial, commercial, light manufacturing, retail and service industries for expansion and development purposes. Funds can be used towards the purchase of fixed assets (land, building, and equipment) and for working capital purposes. The loan is tied to job creation/retention with loan terms of \$7,500 per job (additional dollars per job may be considered with high paying job offering generous benefit packages).

#### Is my property located in a Tax Increment Financing (TIF) District?

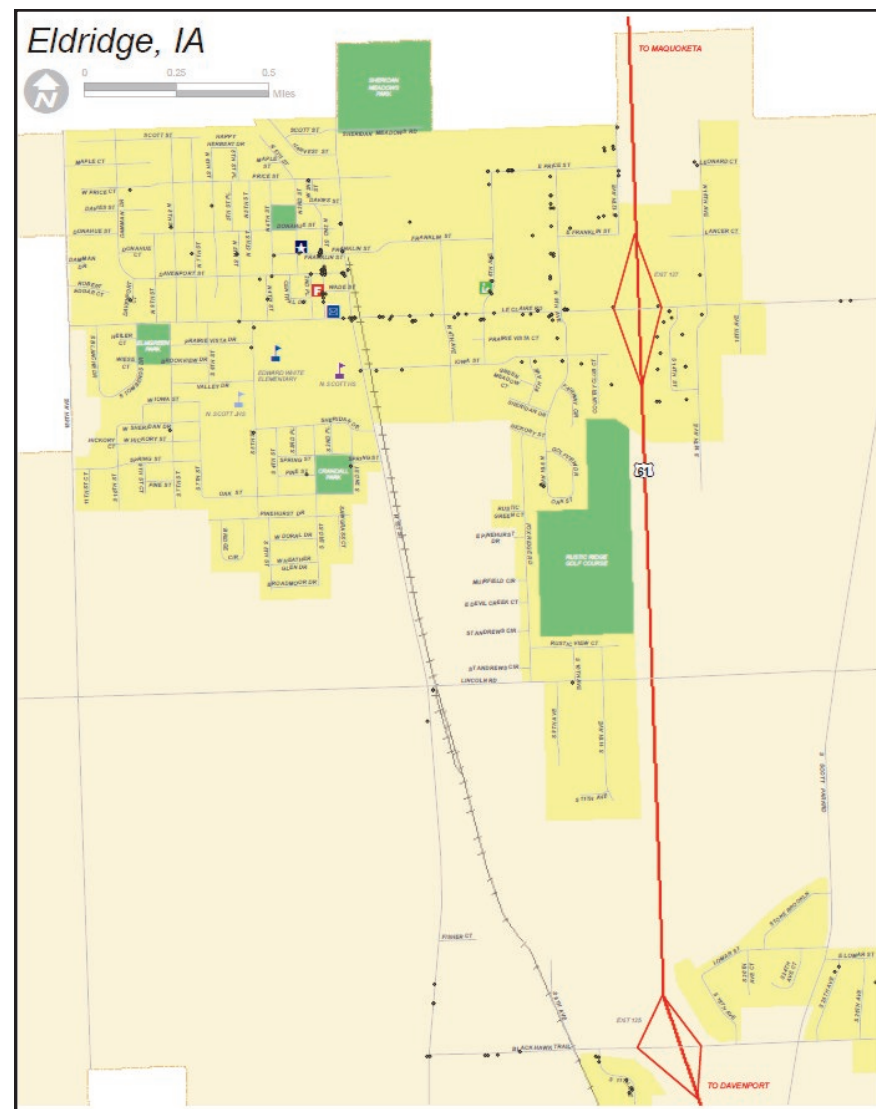
The City of Eldridge has two Tax Increment Financing Districts. To determine if your business is located in a TIF district, please contact the City. In order to qualify for TIF you must meet several criteria. Please contact the City at (563) 285-4841 to receive an application and information packet.

#### Is there anyone who can help me with business plans?

While the City does not offer business planning advice, we recommend calling the Service Corps of Retired Executives (SCORE) at 309-797-0082. The Quad Cities SCORE chapter can assist you with business planning, mentoring and free counseling services.

#### Helpful Phone Numbers

City Hall / Eldridge Electric & Water	285-4841
After Hours please call	328-4853
City Shop	285-3925
Central Scott Telephone	285-9611
Edward White Elementary	285-4544
Eldridge Police Dept	285-9822
Eldridge Rec & Fitness	285-9561
Eldridge Volunteer Fire Dept	285-9827
Iowa Driver's License Examiner	386-1050
Iowa One Call	(800) 292-8989
Allied Waste Services	332-0050
Mediacom Cable	(800) 824-6047
Medic EMS	285-8700
MidAmerican Energy (Gas)	(888) 427-5632
North Scott Administration	285-4819
North Scott Chamber	285-9965
North Scott Press	285-8111
Quad City Times	383-2250
Scott County Auditor (Voting Concerns)	326-8631
Scott County General Store (Property Tax & Motor Vehicle Registration)	386-2886
Scott County Library	285-4794
US Post Office	285-9625



# New Business Checklist

## ✓ Building A New Structure, Platting and Site Plan Review

Prior to building a new building or development, please consult the Developer's Handbook, available online at the City of Eldridge website, under the Business tab. This frequently updated guide provides step by step instructions for any developer looking to build in Eldridge. It covers the platting process as well as the site plan review process. Any questions can be directed to the Assistant City Administrator at (563) 285-3929.

## ✓ 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 City of Eldridge Inspection Division. Building permit fees are based on the valuation of the construction or renovation. For information about building permits call (563) 285-4841.

## ✓ Business License

The City of Eldridge issues a business license and collects contact information in case of an emergency. The license fee is \$10 and an application can be obtained by calling (563) 285-4841.

## ✓ Change of Use or Type of Occupancy

The City of Eldridge Inspection 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 (563) 285-4841 to discuss whether or not alterations, or zoning change may be required and to arrange an inspection to issue a Certificate of Occupancy.

## ✓ Construction in Public Right-of-Way

The City of Eldridge 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 flatwork or excavation in the public right-of-way, call the City of Eldridge Public Works at (563) 210-5230

## ✓ Electrical, Mechanical and Plumbing Permits

The City of Eldridge Inspection Division is responsible for the regulation and inspection of any installation, alteration, or change of electrical wiring in the City. All individuals need to obtain an electrical permit prior to conducting electrical work. The City of Eldridge Inspection Division is responsible for the regulation and inspection of any design, construction, installation, quality of materials, location, operation, and 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. The City of Eldridge Inspection Division is responsible for the regulation and inspection of any installation, alteration, or change of plumbing in residential and commercial struc-

tures. All individuals need to obtain a plumbing permit prior to conducting plumbing work. For information about permits call (563) 285-4841.

## ✓ Fire Inspection

In a proactive attempt to ensure the safety of structures, the Eldridge Fire Department will conduct, upon request, a fire inspection of all commercial properties. For more information, call the Fire Chief at (563) 285-9827

## ✓ 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 City of Eldridge and is issued by the Health Inspector. For information on food and beverage licenses call the Scott County Health Department at (563) 326-8618.

## ✓ Garbage Collection

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

## ✓ Gas, Electric and Water Service

Natural gas service is provided by MidAmerican Energy. Contact them by calling 1-800-329-6261. In Eldridge, electrical service is provided by one of three providers. Contact the City to see which one services your business. Eldridge also provides water service. Contact us by calling (563) 285-4841.

## ✓ Internet and/or Cable

There are many Internet providers in town to meet your needs with phone line, broadband, and wireless connections. Mediacom and Central Scott Telephone are the local cable providers.

## ✓ Iowa One Call

Iowa law states that if you are excavating, including digging, you must call Iowa One Call at least 48 hours in advance (of your digging) in order to minimize the risk of damaging any type of underground facilities (electric, gas, communications/television, water and sewer). The service is free, and so is the phone call. Making the phone call can help eliminate the risk of disrupting service, and greatly reduce the potential risk of serious personal injury. Call 1-800-292-8989 or dial 811.

## ✓ Land Use Regulations

The City of Eldridge 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, City 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 a particu-

lar 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 City Council. An application for a Zoning Variance is reviewed by the Board of Adjustment (BoA), with the BoA making the final decision. Rezoning applications are reviewed by the Plan & Zone Commission with the City Council making the final decision. For more information on land use regulations or for applications please call the City of Eldridge at (563) 285-3929. The City of Eldridge Zoning Ordinance is available online at [www.cityofeldridgeia.org](http://www.cityofeldridgeia.org).

## ✓ Liquor and Tobacco Licenses

Liquor licenses are required for businesses planning to sell alcohol, wine, or beer. Tobacco licenses are required if you plan to sell tobacco products. The City Council must approve all applications for liquor or tobacco licenses. For a liquor or tobacco license application, see the City Clerk at City Hall or call (563) 285-4841.

## ✓ Occupancy Limit

The occupancy limit needs to be visibly posted for most commercial uses. For more information, contact the Eldridge Fire Department Fire Chief at (563) 285-9827.

## ✓ Ordinances

The City of Eldridge City Code is available online. If you have questions about an ordinance, please contact the Assistant City Administrator at (563) 285-3929.

## ✓ Parking

For information about required parking for a business, please contact the Assistant City Administrator at (563) 285-3929.

## ✓ Police

The Eldridge Police Department is available to answer any questions you might have regarding safety and security. Contact them at (563) 285-9822.

## ✓ Property Taxes

The City of Eldridge is in Sheridan Township, Scott County. To learn what your property tax assessment would be, contact the Scott County assessor's office at (563) 326-8635.

## ✓ Sales Tax

The amount of sales tax collected in the City of Eldridge is 7% (5% for the state, 1% local and 1% for the schools) for purchases of retail items and services. Call the Department of Revenue at 1-800-367-3388 for tax papers and other tax information.

## ✓ Signs

A business should submit their new sign for review to the City of Eldridge Inspection Division. Please call (563) 285-3929. The sign must comply with the Sign Ordinance and a business needs to obtain a permit from the Inspection Department. The City of Eldridge Sign Ordinance is available online.

## ✓ Storm Water Control

The City of Eldridge 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 City of Eldridge Inspection Department at (563) 285-4841. The City of Eldridge Public Works Department is responsible for operating many of the water and sewer functions within the City of Eldridge. Water service may be initiated or terminated at the Eldridge City Hall or by calling (563) 285-4841.

## ✓ Traffic Counts

For a map of daily traffic counts visit the Iowa Department of Transportation at <http://www.iowadot.gov/maps//msp/traffic/2010/counties/SCOTT.pdf> or Bi-State Regional Commission at [www.bistateonline.org/map\\_pub/map.shtml](http://www.bistateonline.org/map_pub/map.shtml) (February 2010).

In the City of Eldridge, we'll work with you to make it easy to open your business. City staff and officials will take the time to answer your questions and help get you started. This list is designed to be a quick checklist to help you along the way.

Martin P. O'Boyle—Mayor

2017 City Council:

Adrian Blackwell

Brian Dockery

Frank King

Bernie Peeters

Steve Puls

Names to Know:

John Dowd—City Administrator

Denise Benson—City Clerk

Dave Kopatch—Chief of Police

Tyler Schmidt—Fire Chief

Ray Nees—City Inspector

James Martin—Assistant City Administrator

Brian Wessel—Public Works Director

Dan Glunz—Utility Manager

Thomas R. Schirman, Jr.—City Attorney

Greg Schaapveld—City Engineer