



Q: What is required to open a business in Hillside?

A: The first step would be to fill out a Zoning Application and pay the \$25 fee at the time of submittal. It takes about a week to review, and once approved, a Business License Application can be completed. Any required inspections will have to be scheduled by the applicant. Once the Business License has been approved, the fee will have to be paid before opening the business. Licenses must be renewed prior to May 1st every year. For further questions, visit or contact the Village Hall.

Q: How do I report a code violation?

A: You can report it on our website under Village Services – Report a Concern option or call the Village Hall.

Q: What can I do about dead animals outside?

A: Please contact our Public Works department if it's on the public sidewalk or street. If it's on private property, it is the homeowner's responsibility to dispose of it.

Q: I am selling my home in Hillside, what do I need to do?

A: A home inspection is required and should be paid for at the Village Hall prior to scheduling. Any violations will have to be corrected by the seller or the buyer must submit a notarized letter stating they will be responsible for completing them within 60 days of closing. A final water reading must be scheduled, and the final bill paid for before the closing. Please call a week in advance to schedule for it to be done a day before the closing. The Village of Hillside requires a scalable Plat of Survey prepared within the last six months to be submitted. If the seller will not

provide it, we require a notarized letter from the buyer stating they will be responsible in providing a plat within 30 days of closing. Any prior code compliance violation fines or outstanding fees will also need to be paid for prior to the transfer stamp being released to the buyer.

Q: I am purchasing a home in Hillside, what do I need to do?

A: Make sure the seller has completed all requirements by calling the Village Hall. The transfer stamp must be purchased by the buyer at the Village Hall. For this transaction, only cash or certified funds (cashier's check, money order, title company check) are accepted. Provide the State of Illinois Tax Declaration form (MY DEC/P-TAX) and the Village of Hillside Real Estate Tax Declaration form.

Q: Who is responsible for purchasing the transfer stamp?

A: It is the buyer's responsibility to purchase the transfer stamp.

Q: What do I need for a tax-exempt transfer stamp?

A: Submit the corresponding deed and the Village of Hillside Exception Sheet. Any prior code compliance violation fines or outstanding fees will need to be paid for prior to the transfer stamp being released.

Q: I have a vacant property; do I need to inform the Village?

A: Yes, all single-family homes in Hillside that will be vacant are required by ordinance (Sec.18-602 Village Code) to be registered. Property must be secured and maintained to avoid action by Code Enforcement. A registration fee must be paid annually for each vacant building

Q: Do I need an inspection if I am renting my house?

A: A Village rental inspection is required prior to tenants moving in. The inspection fee should be paid for before scheduling. A final water reading will also need to be done and paid for.

Q: Do I need a home inspection before selling my house?

A: A pre-sale home inspection is required and should be paid for at the Village Hall prior to scheduling.

Q: How often am I billed for my water?

A: You are billed every month.

Q: How do I pay my water bill?

A: The Village offers four options to pay your water bill.

1. Pay in person at the Village Hall with cash, card, or check. (American Express is not accepted.)
2. Pay online by using the Green Pay link on our website. Follow the instructions to submit payment. You have the option to create an account where you can access your utility account information, history of billing, payment information, and usage data. You can also make a one-time payment without creating an account. You can use a unique code, found on the upper right corner of your bill (each bill having a different code), to access and pay the current bill.
3. Use the return envelope included with your bill to submit payment by mail or leave in our 24-hour drop box located in the Village Hall parking lot at the south-west corner.
4. Set up automatic payments from your checking or savings account. Fill out a quick form at the Village Hall and provide a voided check to enroll.

Q: Can I pay my water bill over the phone?

A: We do not accept payments over the phone.

Q: How can I look up my water bill?

A: Use the Green Pay link on our website. Create an account where you can access your utility account information, history of billing, payment information, and usage data.

Q: When should I schedule a final water reading?

A: Please call a week in advance to schedule for it to be done a day before the closing.