



**Commercial Occupancy
Permit Application
Community Development
630 434-5515**

<u>Office Use Only</u>	
Zoning: _____	Planner: _____
PIN#: _____	
Permit #: _____	-COC - _____

PROPOSED BUSINESS INFORMATION:

Please check all that apply:

- Existing building, change of ownership Existing business, change of ownership
 Existing business, space expansion New tenants
 Name change only, of existing business - Current/New Business Name: _____

Business Name: _____ **Business Phone #:** (____) _____ - _____
 (As to be shown on certificate)

Business Address: _____ **Suite/Unit:** _____
 Downers Grove, IL 6051 _____

Contact Name: _____ **Contact Phone #:** (____) _____ - _____

Email: _____ **Website:** _____

Detailed description of business activities: _____

Square Footage to be occupied: _____ **Number of employees:** _____

Number of parking spaces business will require: _____

Will hazardous chemicals/material be stored on site? Yes No

If yes, a list must be provided of hazardous chemicals.

Will alcohol be sold or consumed on premises? Yes No

EXISTING PROPERTY OWNER INFORMATION:

Company Name: _____

Company Address: _____
 _____ City State Zip

Property Owner Name: Last: _____ First: _____

Property Owner Phone: (____) _____ - _____

Property Owner Authorization: _____
 (Signature required)

NEW PROPERTY OWNER INFORMATION/CHANGE OWNERSHIP OF EXISTING BUILDING (REQUIRED IF APPLICABLE):

Company

Name: _____

Company Address: _____
City State Zip

Property Owner Name: Last: _____ First: _____

Email: _____

Property Owner Authorization: _____
(Signature required)

APPLICANT (REQUIRED):

Tenant Existing Property Owner New Property Owner Other _____

Applicant

Name: _____

Address: _____
City State Zip

Email: _____

Applicant Signature: _____
(Signature required)

COMMON ITEMS TO NOTE FOR THE BUILDING/FIRE INSPECTIONS:

- A current fire alarm/sprinkler annual testing is required to be up to date with Fire Prevention from your third party fire company prior to the permit being issued.
- Ensure boxes/equipment are not stacked too high which could block the fire sprinkler from working.
- A current fire extinguisher is required in all spaces.
- All emergency lights need to be currently working and exits marked.
- Ensure electrical outlets are not painted over.
- Ensure there is a clear path to the electrical panel. Access to the electrical panel may not be blocked.
- Ensure electrical panel circuits are marked.

APPLICANT SIGNATURE:

Print Name

Signature

Date