



# Lombard Certificates of Occupancy

## Obtaining an Application

A Certificate of Occupancy is required for all buildings, tenant spaces, and new residences **prior** to occupancy. A Certificate of Occupancy Application must be completed in order to obtain a Certificate of Occupancy. Applications are available at the Bureau of Inspectional Services in the lower level of Village Hall.

The Certificate of Occupancy Application will help determine the following:

- Is the proposed business or use permitted at the proposed location?
- Does the parking comply with the Zoning Ordinance regulations?
- Does the property require site improvements?
- Does the business location comply with local Fire and Life Safety Codes?
- Does the space comply with local Building Codes?

The application must be filled out as completely as possible by the property owner or tenant. The Bureau of Inspectional Services and the Community Development Department will provide you with information and assistance when filling out the Certificate of Occupancy application, if needed.

## Submitting the Application

Return the application to the Bureau of Inspectional Services for review by the Department of Community Development for zoning requirements and by the Bureau of Inspectional Services to ensure all building construction, if any, has been completed and meets the Building Code standards. The Village of Lombard requires at least two (2) business days to review the application prior to the scheduling of a Life Safety Inspection. After the Life Safety Inspection, the Village of Lombard requires two (2) business days to prepare and issues the Certificate of Occupancy.

A Life Safety Inspection, conducted by a Lombard Fire Prevention Inspector, is required prior to occupancy of new or existing tenant spaces or new multi-family occupancies. Life Safety Inspections are usually scheduled along with building permit required inspection, if applicable. Consult the Bureau of Inspectional Services' secretary for scheduling of the Life Safety Inspection.

## Issuance of a Certificate of Occupancy

The Bureau of Inspectional Services will notify the applicant listed on the application the Certificate of Occupancy is approved and must be picked up or is denied.



# Completing a Lombard Certificate of Occupancy Application

Certificate of Occupancy Applications are available at the Bureau of Inspectional Services in the lower level of Village Hall.

The application must be filled out as completely as possible by the property owner or tenant. The following is necessary:

- Name and type of business
- Address of proposed business location
- Applicant's name, address, and phone number
- Property owner's name, address, and phone number
- Total square footage of tenant space
- Number of employees on premises at maximum shift capacity
- Detailed description of business activities at the proposed business location
- Type of fire and police alarms at proposed business location
- Name of company servicing fire and police alarms
- Hours of operation of proposed business
- Emergency and after hours contact information

**All applications must be signed by the tenant and property owner**

The Bureau of Inspectional Services and the Community Development Department will provide you with information and assistance when filling out the Certificate of Occupancy Application, if needed.

**V I L L A G E O F L O M B A R D**  
**APPLICATION FOR A CERTIFICATE OF OCCUPANCY**

A completed application is required prior to the issuance of a Certificate of Occupancy. At least 48 hours is required to review all applications prior to the setup of any related inspections. An application fee is required at the time of issuance.

**Note:** Only fully completed applications will be accepted for processing. (Please Print or Type)

ADDRESS OF BUSINESS: No.: 123 Dir.: W Street: Sunshine Parkway Suite/Unit: A

NAME OF BUSINESS: Beaches

CONTACT PERSON'S NAME: Sandy Regatta PHONE NO.: 630.555.1212

Contact Person's Address: 123 Lilac Way, Lombard, Illinois 60148

PROPERTY OWNER: Mary Smith PHONE NO.: 630.555.0000

Property Owner's Address: 456 Ocean View Drive, Lombard, Illinois 60148

**TYPE OF BUSINESS:**

(Please check all applicable types)

Light Manufacturing

Office

Restaurant

Retail

Service

Warehouse / Storage

Other \_\_\_\_\_

Total Square Footage of Tenant Space: 7,500

Maximum Number of Employees on Premises: 25

Are you a Not-For-Profit Organization? Y (N)

Please provide a *detailed* description of the *proposed* business activities that will take place at the above address:

**Retail sales of beach wear, suntan lotion, picnic baskets, sandals, towels, and so forth.**

Please provide a name and *detailed* description of the *previous* business activities that took place at the above address:

**Fun N Games: Retail sales of board games, children's toys, video games, video sales.**

Are there any site or building alterations necessary or anticipated that would require a building permit to be obtained by either the landlord or tenant prior to occupancy? Y (N)

APPLICANT'S (TENANT'S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(OVER)

--- Office Use Only ---	
NAICS Code: _____	Fire Inspection date: _____
P.I.N.: _____ USE: _____	Zoning: _____ P C
Parking Requirements for Previous use: _____	Parking Requirement for Proposed use: _____
COMMUNITY DEVELOPMENT APPROVAL _____	DATE: _____
BUREAU OF INSPECTIONAL SERVICES APPROVAL _____	DATE: _____
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**LOMBARD OCCUPANCY EMERGENCY INFORMATION**

DATE: July 8, 2004

PERMIT #: N/A

BUSINESS NAME: Beaches

LOMBARD BUSINESS PHONE # 630.555.1212

TYPE OF BUSINESS: Retail sale of beach wear and supplies

LOMBARD BUSINESS ADDRESS: 123 Sunshine Parkway, Suite A, Lombard, Illinois 60148

PROPERTY OWNER: Mary Smith

PROPERTY OWNER'S PHONE # 630.555.0000

**EMERGENCY CALL-BACK PERSONS**

*(Must be local, after-hours information - Do not use answering machines or services)*

1ST NAME: Sandy Regatta PHONE # 630.555.1212

2ND NAME Jeannie November PHONE # 630.555.1213

3RD NAME Carol Meadows PHONE # 630.555.1214

**FIRE PROTECTION INFORMATION**

FIRE ALARM SYSTEM: [Y] N

FIRE ALARM SYSTEM MONITORED BY:

DUCOMM: \_\_\_\_\_ OTHER UL LISTED CO. NAME: Montana Security Systems  
UL LISTED CO. PHONE # 630.555.0001

FIRE SUPPRESSION SYSTEMS: [Y] N

TYPES: WET: X DRY \_\_\_\_\_ KITCHEN HOOD \_\_\_\_\_ PUMP \_\_\_\_\_ FM 200/OTHER \_\_\_\_\_

ANNUAL INSPECTIONS OF SYSTEMS MADE BY:

Company Name: Montana Security Systems  
Address: 567 Sunshine Parkway, Lombard, Illinois 60148  
Phone #: 630.555.0001

BURGLAR ALARM SYSTEM: [Y] N

ALARM MONITORED BY: Montana Security Systems

SPECIAL ON-SITE HAZARDS:

INSURANCE CARRIER NAME: American Family Insurance

PHONE # 630.555.3456 ADDRESS: 789 Sunshine Parkway, Lombard, Illinois

PREFERRED BOARD-UP SERVICE: \_\_\_\_\_

**HOURS OF OPERATION**

MON 8 - 8 TUES. 8 - 8 WED. 8 - 8 THURS. 8 - 8 FRI. 8 - 6 SAT. 8 - 6 SUN. Closed