

Certificate of Occupancy/Zoning Certificate

A Certificate of Occupancy/Zoning Certificate is required prior to occupancy for all new commercial buildings, new residences, new tenant spaces, and change of business names. A Certificate of Occupancy/Zoning Certificate application must be completed in order to obtain a Certificate of Occupancy/Zoning Certificate. Applications are available online or at the Village Hall (lower level) in the Building Division. The application must be filled out as completely as possible by the property owner and/ or tenant. The following information 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 THE PROPERTY OWNER

The Building Division will provide you with information and any assistance needed when filling out the Certificate of Occupancy/Zoning Certificate application.

Submitting the Application

Return the application to the Building Division of the Community Development Department. The Planning Division of the Community Development Department will review the application for zoning requirements and the Building Division will 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. A Life Safety Inspection, conducted by a Lombard Fire Prevention Inspector, is required prior to the occupancy of new or existing tenant spaces or new multi-family occupancies. Life Safety Inspections are usually scheduled along with building permit required inspections, if applicable. Phone (630) 620-5750 to schedule inspections. After the Life Safety Inspection, the Village of Lombard requires two (2) business days to prepare and issue the Certificate.

Issuance of a Certificate of Occupancy/Zoning Certificate

The Building Division will notify the applicant listed on the application when the Certificate of Occupancy/Zoning Certificate is approved and ready to be picked up.

FEES:

| | |
|---|----------|
| Residential Certificate of Occupancy | \$ 75.00 |
| Conditional Residential Certificate of Occupancy | \$100.00 |
| Commercial Certificate of Occupancy/Zoning Certificate | \$100.00 |
| Cond'l Commercial Certificate of Occupancy/Zoning Certificate | \$125.00 |

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: _____ |
| last updated 12/02 h:\cd\worduser\planner\jennifer\coapp.doc | |

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