



Community Development Department  
1200 L.W. Besinger Drive  
Carpentersville, IL 60110  
Phone: (847)551-3478  
Fax: (847)426-0864

## Certificate of Occupancy Application For Non-Residential Uses

### Purpose

The purpose of the Certificate of Occupancy (CO) is to ensure that Village of Carpentersville zoning and building codes have been satisfied before a business becomes operational. A CO is needed for the following circumstances:

1. Occupying any new structure.
2. Re-occupying any significantly altered or remodeled principal building.
3. Prior to occupancy of any nonresidential structure by any new owner and/or tenant.
4. Prior to occupying any structure for a use that has changed from the previous use of the structure.

### Procedure for Obtaining a CO

1. Submit the CO application information requested below. For new construction, the Building Permit application will serve as the CO application.
2. Schedule with the Village the required inspections. All inspections must be completed and approved before a CO can be issued. The CO certificate will be mailed to the applicant for delivery within two weeks.

### Additional Information

- Business owners must apply for a business license with the Village Clerk once the CO has been issued.
- Sign permits are required for exterior signs, including new signs or when modifications are made to existing signs. Please complete a sign permit application.
- If ANY remodeling or construction is planned, please submit building permit applications with any plans and a detailed scope of work for review.
- If the location that you plan to occupy was VACANT for over 18 months, the building will need to be upgraded with a fire suppression system (sprinklers) approved by the Fire Department.

Information on CO's can be found on the Village website which is [www.vil.carpentersville.il.us](http://www.vil.carpentersville.il.us) in the Community Development or Reference section or by contacting the Community Development Department.

### Business Information

Address of property to be occupied \_\_\_\_\_ Suite # \_\_\_\_\_

Name of business \_\_\_\_\_

Type of business \_\_\_\_\_

# of employees \_\_\_\_\_ # of parking spaces on site \_\_\_\_\_ Multi tenant \_\_\_\_\_ Single tenant \_\_\_\_\_

Floor area size \_\_\_\_\_

Building Status: Business change of ownership \_\_\_\_\_ Change of use \_\_\_\_\_ Change of tenant \_\_\_\_\_

Property change of ownership \_\_\_\_\_

*Continued on next page*

Name of applicant \_\_\_\_\_

Address of applicant \_\_\_\_\_

City/state/zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Owner of business \_\_\_\_\_

Address of business owner \_\_\_\_\_

City/state/zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Owner of property \_\_\_\_\_

Address of property owner \_\_\_\_\_

City/state/zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Additional Business Information**

FEIN# \_\_\_\_\_ Illinois Retailers Occ. Tax# \_\_\_\_\_

Remodeling Yes \_\_\_\_\_ No \_\_\_\_\_ New sign Yes \_\_\_\_\_ No \_\_\_\_\_

Retail/Wholesale of food Yes \_\_\_\_\_ No \_\_\_\_\_ Restaurant Yes \_\_\_\_\_ No \_\_\_\_\_ # of seats \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**Fee Schedule**

- Less than 1,000 square feet of gross floor area: \$100.00
- 1,001 to 10,000 square feet of gross floor area: \$150.00
- 10,001 to 50,000 square feet of gross floor area: \$200.00
- 50,001 square feet of gross floor area and above: \$300.00
- Temporary or Conditional Certificate of Occupancy: \$200.00