

**APPLICATION FOR NEW BUSINESS
"CERTIFICATE OF OCCUPANCY"**

Welcome to the City of Lockport!

The City would like to make sure that you, your employees, and the public's health, safety and welfare are provided for. Therefore, before your business opens, we would like to make sure that the building meets the minimum requirements and standards for your business. To do so, the Lockport Building Department and the Lockport Township Fire District will need to perform an inspection of the premises. If food is being served, the Will County Health Department will also need to approve the facilities and procedures.

Please provide the following information to the City to help process your request and provide helpful information in the event of an emergency.

The application can be submitted to the Building Department when scheduling the inspection. The Fire District and Health Department can be contacted at the following phone numbers:

Please contact Lockport Township Fire Dept. at (815) 838-3287 for their inspection.

Please contact Will County Health Dept. at (815) 727- 8490 for inspection of food handling.

Name of Business: _____

Address of Business: _____

Nature of Business: _____

Size of Building: _____

Single Occupancy Building: _____ Multiple Occupancy Building: _____

Zoning of Property: _____

Business Owner: _____

Address: _____

Phone #: _____ After Hours Emergency #: _____

Property Owner: _____

Address: _____

Phone #: _____ After Hours Emergency #: _____

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Permit #: _____

Issued By: _____ Date: _____

INSPECTION RECORD FOR NEW BUSINESS
CERTIFICATE OF OCCUPANCY

Date of Inspection: _____

Address: _____

Business Name: _____

Zoning Approval Yes _____ No _____

Fire Dept. Release Form Yes _____ No _____

Health Dept. Release Form Yes _____ No _____ N/A _____

Building Dept. Approval
For occupancy Yes _____ No _____

Inspector: _____

Comments: _____

Date approved for Occupancy: _____

Inspector Signature: _____