

APPLICATION FOR CERTIFICATE OF OCCUPANCY



VILLAGE OF SKOKIE

Community Development Department
Building & Zoning Division
5127 Oakton Street 1st Floor
Skokie, IL 60077
Phone (847)933-8223 • Fax (847) 933-8230

Office Use Only:

Zoning District _____
Use: Permitted ___ Special ___ N.A. ___
Inspection Date & Time _____
CE application# _____ - _____
Bldg. permit # _____ - _____
Required Parking _____
Date of Occupancy _____
Type of Use: Industrial _____
Commercial _____
Non-Profit _____
Business _____

Form **must** be complete before processing.

Please type or print clearly.

Business Information

Address of Property to be Occupied _____

Name of Business _____

Type of Business _____ Telephone # (_____) _____

of Employees _____ # of Parking Spaces on Site _____ Multi Tenant _____ Single Tenant _____

Size of Tenant Space or Building: # Of Stories (including basement) _____ Floor Area _____

Building Status: Business Change of Ownership _____ New Use _____

Property Change of Ownership _____ Closed Over 1 Year _____

Applicant Information

Name of Applicant _____

Address of Applicant _____

City/State/Zip _____ Telephone # (_____) _____

Owner of Business _____

Address _____ City/State/Zip _____

Telephone # (_____) _____ Social Security # _____ / _____ / _____ Driver's Lic. # _____

Owner of Property _____

Address _____

City/State/Zip _____ Telephone # (_____) _____

Over – Complete Side 2

Additional Business Information

Prior Name of Business _____ Prior Use of Building _____

FEIN # _____ Illinois Retailers Occ. Tax # _____

REMODELING: Yes _____ No _____

NEW SIGN: Yes _____ No _____

LIQUOR LICENSE: Yes _____ No _____

SALE OF CIGARETTES: Yes _____ No _____

RETAIL/WHOLESALE OF FOOD: Yes _____ No _____

RESTAURANT # OF SEATS: _____

OF VENDING MACHINES: Amusement _____ Vending _____

GASOLINE STATION: STORAGE CAPACITY IN GALLONS _____ # OF PUMPS _____

EMERGENCY CONTACTS – PLEASE LIST THE AFTER HOURS (HOME) INFORMATION FOR ANY PERSON WHO HOLDS A KEY TO THIS BUSINESS.

MANAGER OF BUSINESS: _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE # (_____) _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE # (_____) _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE # (_____) _____

Conducting of any business at these premises is strictly prohibited until a Certificate of Occupancy (and business license when applicable) is issued.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

Fee Schedule: (Application fees are based upon the gross floor area of your tenant space)

All uses except Southeast Industrial

Uses located in Southeast Industrial District

Less than 1,000 sq. ft \$ 225.00

Less than 1,000 sq. ft \$ 305.00

1,001 to 3,000 sq. ft \$ 250.00

1,001 to 3,000 sq. ft \$ 330.00

3,001 to 10,000 sq. ft \$ 300.00

3,001 to 10,000 sq. ft \$ 380.00

10,001 to 100,000 sq. ft \$ 400.00

10,001 to 100,000 sq. ft \$ 480.00

Over 100,000 sq. ft \$ 700.00

Over 100,000 sq. ft \$ 780.00

New fee schedule as of March 1, 2008