

## **CHANGE OF USE/OWNER INSPECTION PERMIT INFORMATION**

This permit is for businesses acquiring a previously occupied commercial or industrial space, or acquiring an existing business or property. **Your business may be eligible for special economic development benefits.** Before you purchase or lease the property or begin construction, please contact the Tinley Park Economic Development department at (708) 444-5000.

### **APPLICATION FORM**

Before a lease or sale is complete, a Change of Use/Owner permit application must be completed and returned to the Building/Planning Department for review to ensure the basic zoning criteria has been met. The application fee is \$30. If you have questions regarding completing this application, please contact the Building Department at (708)444-5100.

### **INSPECTION INFORMATION**

After receiving the completed Change of Use Permit application, the Building Department will call to set up an inspection date. This inspection will be conducted by the Building, Plumbing, Electrical, Public Works, Planning and Fire Prevention Bureau inspectors. It is recommended that you, the current property owner/management company, and ideally your general contractor, are present for the inspection. **The inspectors will arrive between 9:00 and 11:00 a.m. on the agreed upon date and must have access to the utility room, especially if leased space is within a strip mall or multi-tenant building.** These inspections will provide the potential lessee/buyer a list of any code violations or repairs necessary to bring the property up to code. This information is usually important in the negotiations of a contract or lease.

### **RESPONSE LETTER**

Once this inspection is complete, a letter containing all corrections and/or code violations found, will be sent to the potential buyer and current building/business owner. **Some corrections may require a building permit.**

### **CERTIFICATE OF OCCUPANCY REQUEST**

If you are still interested in occupying the space, you will have to complete the corrections and submit an application for Certificate of Occupancy permit. All inspectors will then conduct a final inspection, and pending any further corrections, a Certificate of Occupancy will be issued for your business and/or building, along with the a Tinley Park Business License (if applicable).

## **REMODELING PERMIT INFORMATION**

If you are interested in extensive remodeling, a building permit is required. **Permits must be issued prior to any remodeling or additions that the new owner desires. Because walls are often moved, this most often requires re-location of fire sprinkler heads. Fire suppression/alarm permit applications will be required to be submitted along with the remodel permit application.**

The following information will need to be submitted for major remodeling:

### **CURRENT CODES**

The Village of Tinley Park has approved the updates to our Building Codes to adapt to the International Code Council standards. These standards were approved on May 22, 2007 and can be referenced through Ordinance Number 2007-O-040. The ordinance includes updates to the following code sections:

Village of Tinley Park Building Code 2007  
2006 International Building Code  
2006 International Residential Code for One and Two Family Dwellings  
2006 International Mechanical Code  
2006 International Property Maintenance Code  
2006 International Fuel Gas Code  
2012 International Energy Conservation Code  
2005 National Electric Code  
2004 Illinois State Plumbing Code  
2006 International Fire Code

### **BUILD-OUT/INTERIOR REMODEL PERMIT PLAN CHECKLIST**

- ☐ One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information
- ☐ One completed emergency information sheet
- ☐ Letter of intent describing new occupant's business practice.
- ☐ A letter defining scope of work.
- ☐ Four (4) sets of floor plans, showing any building, HVAC, electric, plumbing work. **If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.**

- ☐ **Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required.** Three (3) copies of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68<sup>th</sup> Court. **Build-out/Remodel permits will not be released until the fire suppression/protection system permit is submitted.**
- ☐ Four (4 )copies of a layout of furniture/shelving/table, etc., placement must also be submitted
  - Provide calculations for occupancy load and door width capacities
  - Provide calculations/documentation for aisle widths areas adjacent to seating.
- ☐ At the Building Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.

When all construction is complete, you will submit for a Certificate of Occupancy permit. All inspectors will then conduct a final inspection, and pending any further corrections, a Certificate of Occupancy will be issued for your business and/or building, along with the a Tinley Park Business License (if applicable).

### **BUSINESS LICENSE INFORMATION**

Also attached is the Business License application. Please be aware that the Business License application may be completed and submitted at any time during the Change of Use or Building Permit Application process. Please return the Business License application to the Clerk's Office. If you have any questions concerning the Business License Application, please contact the Clerk's Office at (708)444-5000.

Date inspection scheduled \_\_\_\_\_

Permit # \_\_\_\_\_

**VILLAGE OF TINLEY PARK  
BUSINESS CHANGE OF USE/OWNER  
PERMIT APPLICATION**

16250 Oak Park Avenue  
Tinley Park, IL 60477  
(708)444-5100  
(708)444-5199 Fax

Property Address: \_\_\_\_\_

New Business Name: \_\_\_\_\_  
(if applicable)

Purchasing Property or Leasing/Renting Space? \_\_\_\_\_

New Owner of Business/Property \_\_\_\_\_

Owner Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Business: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Current Property Owner** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**(if applicable)**

**Current Management Company Name** \_\_\_\_\_

Name of Contact at Management Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

## **TENANT SPACE**

Square footage of tenant space \_\_\_\_\_

Parking spaces allotted to tenant \_\_\_\_\_

Are any interior modifications to be made to tenant space? (yes or no) \_\_\_\_\_

Is any new signage or changes to existing signage to be made? (yes or no) \_\_\_\_\_

Maximum number of employees at peak hours of operation \_\_\_\_\_

Restaurants only: Number of seats \_\_\_\_\_

Medical offices only: Number of examination rooms \_\_\_\_\_

Will there be overnight parking of vehicles? (yes or no) \_\_\_\_\_

If yes, how many? \_\_\_\_\_

Type of vehicles \_\_\_\_\_

Does business involve the use of chemicals? (yes or no) \_\_\_\_\_

*(If yes, please attach a listing of chemicals)*

Brief description of business practice:

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## **PROPERTY OWNER AND/OR MANAGEMENT COMPANY**

Square footage of entire building \_\_\_\_\_

Number of tenants in building *(provide listing)* \_\_\_\_\_

Are any interior modifications to be made to building? (yes or no) \_\_\_\_\_

Are any exterior modifications to be made to building? (yes or no) \_\_\_\_\_

Are any landscaping modifications to be made? (yes or no) \_\_\_\_\_

Are any parking lot modifications to be made? (yes or no) \_\_\_\_\_

Is any new signage or changes to existing signage to be made? (yes or no) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION FOR  
POLICE AND FIRE DEPARTMENTS**  
**Must be a keyholder in closes proximity to business, available 24 hours**

Name: \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Required Key Holder Information** for future Fire Department Semi-Annual Routine Inspection

Key Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Key Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**This form is not a Certificate of Occupancy allowing you to occupy this space. This application is for informational purposes only.**

Applicant Printed Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**OFFICE USE ONLY**

Previous Tenant \_\_\_\_\_

Previous Use: \_\_\_\_\_

- ☐ New Business/New Use/New Owner
- ☐ New Business/Same Use/New Owner
- ☐ Same Business/Same Use/New Owner
- ☐ Existing Business - Name Change Only
- ☐ Purchase of Building/Property

Current Zoning: \_\_\_\_\_

Use is permitted within the current zoning district \_\_\_\_\_ Dated \_\_\_\_\_