

VILLAGE OF TINLEY PARK, ILLINOIS
CHANGE OF USE/ OWNER INFORMATION & APPLICATION
(Leasing or Purchasing Commercial Space/ Property)

POTENTIAL BENEFITS FOR YOUR BUSINESS

Your business may be eligible for special economic development benefits or incentives. Before you purchase/lease the property or begin construction, please contact the Tinley Park Economic Development Department at (708) 444-5000 for more information.

ABOUT THE CHANGE OF USE/ OWNER PROCESS

A Change of Use or Change of Owner Permit is for businesses leasing a previously occupied commercial or industrial space or purchasing an existing business or property. Upon receiving a completed application and fee from a new/prospective owner or user, the Tinley Park Building Department will schedule an inspection for the space/property and Village inspectors will identify items that do not meet current codes. The property owner and/or tenant will be responsible to make the necessary improvements to any outstanding conditions prior to receiving a Certificate of Occupancy. In some cases, a Temporary or Conditional Certificate of Occupancy may be issued along with due dates for completion of bringing outstanding items up to code.

1. APPLICATION FORM *(attached)*

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

2. 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, Fire Prevention, and Health *(if applicable)* 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 9:00am and 11:00am on the scheduled 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 with 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.

3. INSPECTION REPORT LETTER

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

4. 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 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)*.

5. 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 to complete.** Because walls are often moved, this most often requires relocation of fire sprinkler heads. Fire Suppression/Alarm Permit Applications will be required to be submitted along with the Build-Out/Interior Remodel Permit Application. Following the final inspections of a remodel, a Certificate of Occupancy may be issued (*if applicable*).

BUILD-OUT/INTERIOR REMODEL PERMIT CHECKLIST

- ☐ A completed Commercial/Industrial Permit Application including all contractor and/or subcontractor information.
- ☐ A completed Emergency Contact Information sheet.
- ☐ A Letter of Intent describing new occupant's business practice.
- ☐ A letter defining the scope of work.
- ☐ Four (4) sets of floor plans, showing any building, HVAC, electric, plumbing work. **If a water meter is already installed, please indicate placement. If a water meter is required, please indicate placement and size of the water meter.**
- ☐ **Please indicate placement of fire sprinkler heads. If fire sprinkler heads will be relocated, fire protection plans are required.** Three (3) sets of engineered plans of any fire suppression/protection system plans with completed permit application must be submitted to the Fire Department at 17355 S. 68th Court. **Build-Out/Remodel Permits will not be released until the fire suppression/protection system permit has been submitted.**
- ☐ Four (4) copies of plans of the layout of furniture/shelving/tables, etc., placement must be submitted.
 - Provide calculations for occupancy load and door width capacities.
 - Provide calculations/documentation for aisle widths areas adjacent to seating.
- ☐ At the Building Commissioner's discretion, architectural stamped and signed plans may be required depending on the extent of work involved.

CURRENT CODES

The Village of Tinley Park has approved 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

BUSINESS LICENSE INFORMATION

A Business License Application can be obtained at the Clerk's Office or on the Village website by visiting <http://www.tinleypark.org>. The Business License Application may be completed and submitted at any time during the Change of Use/Owner process or Building Permit Application process. Please return the Business License Application to the Clerk's Office located at the main entrance of Village Hall. If you have any questions concerning the Business License Application, please contact the Clerk's Office at (708) 444-5000.

SIGNAGE INFORMATION

If new signage is desired, a new business sign must be approved through the permit process. A sign permit is required for any changes to the monument sign, wall sign, and/or window sign. Sign regulations can be found within the Village of Tinley Park Zoning Ordinance. Sign Permit Applications can be obtained through the Building Department or on the Village website by visiting <http://www.tinleypark.org>. If a wall sign is being added, the sign band area on the façade of the building must be repaired/repainted upon installation of a new sign. If the site has signage that does not meet current codes, it will have to be removed or altered to meet current codes.

Please note that temporary signs also require a sign permit. If the business owner would like to display temporary banners for special sales or events, please obtain a Temporary Sign Permit from the Building Department prior to displaying the temporary signs.

APPLICATIONS & CODES

All applications and codes mentioned previously can be found on the Village of Tinley Park website by visiting <http://www.tinleypark.org> and navigating to the respective department's webpages using the blue bar found near the top of each page. If you have any questions about how to find certain applications or codes, please call (708) 444-5000.

Inspection Date: _____

Permit #: _____

VILLAGE OF TINLEY PARK, ILLINOIS
CHANGE OF USE APPLICATION
(Leasing Commercial Space)

This application must be completed and returned to the Village of Tinley Park Building Department upon a Change of Use (change of user/leasing tenant space). Please provide information for all categories below.

Note: This application is not a Certificate of Occupancy – this application is for informational purposes only.

New Business Name: _____

New Business Address: _____

NEW BUSINESS OWNER INFORMATION

Name of New Owner: _____

Mailing Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Email: _____ Fax: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Mailing Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Email: _____ Fax: _____

MANAGEMENT COMPANY INFORMATION *(if applicable)*

Name of Management Company: _____

Mailing Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Email: _____ Fax: _____

INSPECTION INFORMATION

Name of Person to Contact for Inspections: _____

Contact's Affiliation with Business Owner or Property Owner: _____

Phone (Primary): _____ Email: _____

ENTIRE SITE INFORMATION

Square Footage of Entire Building: _____ Name of Commercial Center: _____

Total Number of Tenant Spaces: _____ Major Tenant (Largest Space): _____

Please attach a list of tenants within the site. ☐ Completed and Attached

Business Name: _____

TENANT SPACE INFORMATION

Square Footage of Tenant Space: _____

Hours of Operation: _____

Total Number of Employees: _____

Maximum Employees At Peak Time: _____

Total Parking Spaces in Lot: _____

Number of Parking Spaces Allotted to Tenant: _____

Restaurants Only: Number of Seats: _____

Medical Offices Only: Number of Exam Rooms: _____

Please provide a Company Description*.

☐ Completed and Attached

Will the business hold classes? ☐ No ☐ Yes *(Attach Description of Classes and Class Schedule)*

Will the business involve the use of chemicals? ☐ No ☐ Yes *(Attach List of Chemicals)*

Will liquor be sold and/or consumed in the tenant space? ☐ No ☐ Yes *(Note: Liquor License required)*

Will there be interior modifications to the tenant space? ☐ No ☐ Yes *(Note: Permit required)*

Will there be changes to permanent signage? ☐ No ☐ Yes *(Note: Permit(s) required)*

Will there be temporary signage? ☐ No ☐ Yes *(Note: Permit(s) required)*

Will there be vehicles parking overnight? ☐ No ☐ Yes,

describe quantity, weight, type, and plate type of vehicles

**Company Description: This section of your Business Plan provides a high-level review of the different elements of your business. This can help readers quickly understand the goal of your business and its unique proposition. Describe the nature of your business and list the marketplace needs that you are trying to satisfy. Explain how your products and services meet these needs. List the specific consumers, organizations or businesses that your company serves or will serve. Explain the competitive advantages that you believe will make your business a success such as your location, expert personnel, efficient operations, or ability to bring value to your customers.*

EMERGENCY CONTACT INFORMATION *(must be a key holder and be available 24/7)*

Name of Primary Key Holder: _____

Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Name of Secondary Key Holder: _____

Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Zoning District: _____

Use Is Permitted: ☐ No ☐ Yes

Reviewed By: _____

Date Reviewed: _____



Village of Tinley Park
16250 S. Oak Park Avenue, Tinley Park, IL 60477
Phone (708) 444-5000/Fax (708) 444-5099

APPLICATION FOR BUSINESS LICENSE

☐ Business Renewal ☐ New Owner ☐ New Business - Prospective Opening Date _____

Business Name _____ D/B/A _____

Address _____ City _____ State _____ Zip _____

Business Phone # (____) _____ Fax # (____) _____

Email _____ Website _____

Corporate Name (if applicable) _____

Corporate Address _____ City _____ State _____ Zip _____

Corporate Phone # (____) _____ Fax # (____) _____

Alternate Mailing Address (if different from above):

Address _____ City _____ State _____ Zip _____

Principal Business Activity _____

Briefly describe your business _____

Secondary Business Activity _____

Federal Tax Identification Number _____

Illinois Retail Occupation Tax Number (IBT) _____

SIC Code _____ NAICS Code _____

Number of Employees _____ Number of Seats (if applicable) _____

Does the business serve or sell food products? ☐ YES ☐ NO

If YES, please provide the following:

<u>Name of Sanitation License Holder</u>	<u>License Number</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does the business sell cigarettes? ☐ YES ☐ NO If YES, please indicate which type: ☐ Over the Counter ☐ Machine

Does the business operate coin operated vending machines?

☐ YES

☐ NO

If YES, please provide the following: Type of Amusement/Vending Machine

Quantity

Does the business own the amusement/vending machines?

☐ YES

☐ NO

If NO, please provide the following: Name of the vendor: _____

Vendor phone # _____

Square footage _____

Type of business entity:

☐ Sole Proprietorship

☐ Partnership

☐ C-Corporation

☐ S-Corporation

☐ Non-Profit

☐ LL-Partnership

☐ LL-Corporation

Business Owner: Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Mobile # _____

Emergency Contacts (list contacts in order of priority)

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Mobile # _____

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Mobile # _____

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Mobile # _____

Are the Business Premises Leased?

☐ YES

☐ NO

If YES, Property Owner/Management Information: ☐ Property Owner ☐ Property Management

Name _____ Title _____
 Address _____ City _____ State _____ Zip _____
 Phone # _____ Mobile # _____

Do you store hazardous materials on your business site?

☐

YES

☐

NO

If YES, type of materials: _____

If applicable, please submit completed MSDS sheet and return with application.

For New Applications

New Construction: Requires a Certificate of Occupancy being granted prior to business license being issued.

Existing Building: Change of Use Inspection need to be scheduled and Certificate of Occupancy needs to be granted prior to business license being issued.

A BUSINESS MAY BE REQUIRED TO CARRY MULTIPLE LICENSES

I understand the issuance of this license is conditional upon compliance with all Village Ordinances, State & Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. I hereby authorize the Village of Tinley Park by its agents to make inquiries into my character, credit and background, in order to approve or deny this license application. I have read this application and answered all questions fully. The information I have submitted in this application is complete and truthful to the best of my knowledge. This information will be kept confidential to the extent permitted by law.

FEE MUST ACCOMPANY THIS APPLICATION

TOTAL FEE ENCLOSED _____

Print Name _____ Signature _____ Title _____

FOR OFFICE USE ONLY

Fee Received \$ _____ Date: _____

Period Covered:

☐

Full year

☐

Partial