



## **CITY OF NAPERVILLE**

### **Transportation, Engineering, & Development (T.E.D.) Business Group REQUIREMENTS FOR A BUSINESS OCCUPANCY PERMIT**

#### **APPLICATION REQUIREMENTS**

The Transportation, Engineering and Development (TED) Business Group has developed a fast track process for Business Occupancy Permits and Simple Tenant Build Outs that qualify. This process has been designed to expedite your application for a permit. To achieve this goal, please follow the process steps outlined in this application packet.

#### **Step 1: Attend a Tenant Build Out Meeting**

**Where:** Municipal Center, 400 S. Eagle Street

**When:** Every Tuesday

**Time:** 8:30 a.m.

**Who:** A Planner, a Plans Examiner, a Project Assistant, as well as representatives from the Electric and Fire Departments.

#### **Step 2: Obtain the Proper Paperwork**

You will be given the proper application for a permit, including a checklist of requirements and exceptions.

#### **Step 3: Discuss your Project with City Staff**

You will meet with representatives from the City's Planning, Development Services, Electric and Fire Departments. These departments will review your paperwork to determine if any additional information is required prior to submittal. At this time you will have the opportunity to ask questions.

#### **Step 4: Submit your Application**

When you submit your application, a Project Assistant will review your application for completeness and review the appropriate associated paperwork.

The fees for an Occupancy Permit are **\$77.00 for a Business** and **\$138.00 for a Restaurant**.

#### **Step 5: Receive Permit**

#### **Step 6: Schedule your Inspections**

The following departments require approved inspections before you open for business.  
Please schedule your inspections with the required departments in the following order.

1. **Naperville Fire Department** (630/420-6100 option 1) for fire alarm or fire suppression inspections.
2. **DuPage County Health Department** (630/682-7400) or **Will County Health Department** (815/727-8480) **if your project is**, for example,
  - A restaurant or other business that involves food preparation.
  - A daycare center for children or senior citizens.
  - A tanning salon.
3. **Naperville Inspection Dispatch** (630/420-6100 option 1) for the Final Occupancy Inspection.

Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 (option 1) Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed 1-2 pm daily) A minimum of 72 hour notice is requested. If you find you must cancel an inspection please notify inspections in advance to insure that you will not incur additional fees. You may reschedule the re-inspection at the time of cancellation.



**CITY OF NAPERVILLE**  
**TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP**

**TENANT BUILD-OUT PERMIT APPLICATION**  
**BUSINESS OCCUPANCY PERMIT APPLICATION**  
**COMMERCIAL MISCELLANEOUS APPLICATION**

This application form is used for a tenant build-out permits. Tenant build-out projects require complete plans, with specifications, stamped and approved by an Illinois-licensed architect or structural engineer in accordance with the Illinois Professional Architects Act.

**PLEASE TYPE OR PRINT CLEARLY. \*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED.\*\*\*\***

**COMMERCIAL PROJECT/BUSINESS NAME:**

\_\_\_\_\_

**PREVIOUS BUSINESS NAME:**

\_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

SUITE # \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**DESCRIBE THE PROPOSED CONSTRUCTION:**

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF WORK** \_\_\_\_\_

**DIMENSIONS OF TENANT SPACE:** \_\_\_\_\_

NUMBER OF STORIES \_\_\_\_\_

NUMBER OF UNITS \_\_\_\_\_

SQ. FT. OF TENANT SPACE \_\_\_\_\_

**PROPERTY OWNER**

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**APPLICANT**

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

**GENERAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

**ELECTRICAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ NAP REG # \_\_\_\_\_

**PLUMBING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ NAP REG # \_\_\_\_\_

**SEWER/WATER CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ ST LIC # \_\_\_\_\_

**ROOFING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ ST LIC # \_\_\_\_\_

**PROJECT CONTACT PERSON (Please Print)**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E MAIL ADDRESS \_\_\_\_\_

**INSPECTION BILLING INFORMATION:**

**\*\*\*APPLICANT'S BILLING INFORMATION \*\*\***

Name \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

APPLICANT REPRESENTS: (Please check one.)

- a. Natural Person (Self) -- \_\_\_\_\_
- b. Corporation -- \_\_\_\_\_
- c. Land Trust/Trustee -- \_\_\_\_\_
- d. Trust/Trustee -- \_\_\_\_\_
- e. Partnership -- \_\_\_\_\_
- f. Joint Venture -- \_\_\_\_\_
- g. Other (describe) \_\_\_\_\_

If in your answer above you checked b, c, d, e, f, or g, identify by name and address each person or entity which is a minimum 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

<u>Name</u>	<u>Address</u>	<u>Interest</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

*The following information is required by Police and Fire Emergency Services (PSAP):*

**KEYHOLDER CALL LIST**

- 1. Name \_\_\_\_\_ Phone # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone # \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone # \_\_\_\_\_

**UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).**

(Please check here. \_\_\_\_\_) I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE. (Please initial here.) \_\_\_\_\_

(Please check here. \_\_\_\_\_) I UNDERSTAND THAT THIS PROJECT MAY BE SUBJECT TO CITY OF NAPERVILLE ROAD IMPACT FEES AND/OR ROAD IMPACT FEES FOR DU PAGE COUNTY OR WILL COUNTY IN ILLINOIS. I FURTHER UNDERSTAND THAT THE DU PAGE COUNTY FEE (if applicable) MUST BE PAID AND THE RECEIPT FOR SAME SUBMITTED PRIOR TO THE ISSUANCE OF A FULL BUILDING PERMIT. ALL OTHER IMPACT FEES MUST BE PAID PRIOR TO THE ISSUANCE OF ANY TYPE OF OCCUPANCY PERMIT.

(Please initial here.) \_\_\_\_\_

SIGNATURE OF APPLICANT (Always Required) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER/AGENT (Always Required) \_\_\_\_\_ DATE \_\_\_\_\_



**CITY OF NAPERVILLE**  
**LETTER OF INTENT**  
**FOR OCCUPANCY OF EXISTING TENANT SPACE,**  
**BUSINESS OCCUPANCY, OR TENANT BUILD-OUT**

The City of Naperville has adopted a Commercial Building Maintenance Code to insure the safety, aesthetics, and structural integrity of its public buildings. Accordingly, we ask that anyone planning to occupy a tenant space in Naperville fill out this Letter of Intent prior to submitting for either a business occupancy permit or a tenant build-out permit. City representatives will review the letter, and the applicant will be informed at the pre-application meeting if an inspection is necessary. A time and date for this on-site inspection will be set at that time. Thank you for your cooperation.

**Date:** \_\_\_\_\_

***Name of Proposed Business:*** \_\_\_\_\_

**Address of Proposed Business:** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Type of Business Proposed:** \_\_\_\_\_

***Name of Applicant:*** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_ **FAX Number** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**What type of additional equipment is needed in order to occupy this tenant space?**

\_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Maximum Number of Occupants (if a training center, classroom, restaurant, etc.):** \_\_\_\_\_

**Number of Service Vehicles:** \_\_\_\_\_

***Name of Property Manager:*** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**Name of Existing and/or Former Tenant:** \_\_\_\_\_

**Type of Business of Previous Occupant:** \_\_\_\_\_

**Gross floor area of space to be occupied in square feet:** \_\_\_\_\_

**Gross floor area of entire building in square feet:** \_\_\_\_\_

**Number of floors:** \_\_\_\_\_

Basement: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Existing Fire Sprinkler System: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Existing Fire Alarm System: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Electric Panel \_\_\_\_\_ AMPS: \_\_\_\_\_

Describe in detail all changes that are planned for the interior:

Remodeling: \_\_\_\_\_

Decorating: \_\_\_\_\_

Electrical Work: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Heating & Air Conditioning: \_\_\_\_\_

Describe in detail all changes that are planned for the exterior:

Sign: \_\_\_\_\_

Parking: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Remodeling: \_\_\_\_\_

Comments and Special Notes: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Building Approval

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection required? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection Date: \_\_\_\_\_

Planning/Zoning Approval

Proceed with Occupancy /Tenant Build-Out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Tenant Roster (incl. sq ft of each unit) required. \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Requires Plan Commission, ZBA, or City Council Review. Y or N  
 Planner Needs to Review Submittal? \_\_\_\_\_ YES \_\_\_\_\_ NO

DPU-Electric Approval

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 NDPU-E Review \_\_\_\_\_ YES \_\_\_\_\_ NO

Fire Department Approval

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection required? \_\_\_\_\_ YES \_\_\_\_\_ NO

- Submit over the counter
- Sealed and signed plans required
- Engineering Review (DRT)
- General Contractor should attend
- Architect should attend
- Engineer should attend

- City Clerk - Massage
- Elevations
- Right of way work
- Need Health Dept. Letter
- Naperville Road Impact fee
- Liquor –Mayors Office
- Emy Trotz (630) 420-6018
- liquor license: yes no



**CITY OF NAPERVILLE**  
**TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS GROUP**  
**APPLICATION FOR FINAL INSPECTION AND OCCUPANCY PERMIT**

**DESCRIPTION:**

Address \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Builder \_\_\_\_\_ Owner \_\_\_\_\_

Owner's Current Mailing  
 Address \_\_\_\_\_

**STATEMENT OF COMPLIANCE:**

References Naperville Municipal Code and National Building Code, adopted by reference, specifically Section 110.1, Certificate of Occupancy "No building or structure shall be occupied or used, in whole or in part, until a Certificate of Occupancy shall have been issued." The applicant declares that the above- mentioned improvement was constructed in accordance with the Naperville Building Code and all complete other Ordinances and Codes of said City applicable thereto. The applicant further declares that the owner's name and address is and correct as if the date of application and that incorrect information voids the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant

**EXTENSION FORM ITEMS STILL OUTSTANDING:**

- |   |   |
|---|---|
| _____ Required public and private sidewalks | _____ Driveway access                                   |
| _____ Painting or exterior trim work        | _____ Final Grade Survey or as-builts + DTE approval    |
| _____ Required gutters and/or downspouts    | _____ Required landscaping( includes parkway trees, DPW |
| _____ Buffalo Box(B-Box) to grade           | _____ Permit required for self-plant (420-6095)         |
|   | _____ Storm doors, windows, and screens                 |

**FINAL INSPECTION REPORT:**

1. This inspection was made in response to a request for an Occupancy Permit. Such Permit can be issued **only** after all discrepancies noted at the time of the Final Inspection have been satisfactorily resolved.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Contractor's Signature

2. This building has \_\_\_\_\_/has not \_\_\_\_\_ passed "final inspection."

3. This completed form was handed/mailed to:  
 Copy 1 to FILE, T.E.D. Business Group  
 Copy 2 to Applicant if inspection passes or fails  
 Copy 3 to Applicant when inspection passes

Inspector \_\_\_\_\_  
 Date \_\_\_\_\_



**CITY OF NAPERVILLE**

**Transportation, Engineering & Development (T.E.D.) Business Group**

**PLEASE READ THIS CAREFULLY.  
AN IAC FEE MAY BE ASSESSED WITH YOUR PERMIT.**

**ADDENDUM TO TENANT BUILD-OUT PERMIT APPLICATION CHECKLIST  
(Must be submitted with Commercial New Construction Permit Application.)**

**The Department of Public Utilities – Electric (630/420-6710) requires the following items along with the completed Electric Worksheet and the completed application:**

***If electric service entrance equipment is altered:***

- \_\_\_\_\_ Electrical one-line diagram;
- \_\_\_\_\_ Meter location including distance from service transformer must be shown on the plans;
- \_\_\_\_\_ Catalog cut of new meter socket and current and/or potential transformer cabinet must be shown on the plans;
- \_\_\_\_\_ A diagram of the new altered service entrance point of attachment is required on **OVERHEAD SERVICE ONLY.**

\*\*\*\*\*

**The City of Naperville has adopted an Infrastructure Availability Charge (Ordinance 87-44, Section 8-1C-8-5 of the City Code) for all construction occurring in the City. It is assessed as a per kilowatt charge for additional electric demand as indicated in construction plans, and/or if meter readings indicate an increase over the total previous estimate(s). For information contact the Department of Public Utilities at 630/420-6185.**

**CITY OF NAPERVILLE IAC CODE**

**8-1C-8: ELECTRIC SYSTEM CONNECTION PERMIT AND INFRASTRUCTURE AVAILABILITY CHARGE:**

5. Infrastructure Availability Charge For Service Connections: The charge for each permanent electric service connection or any addition thereto shall be calculated by determining the applicant’s proportional share of the cost to construct the transmission, substation and distribution facilities (hereinafter “backbone facilities”) required to provide available electric service for the proposed development in accordance with the table depicted in Exhibit 1. The table in Exhibit 1 shall be revised and adjusted annually beginning on January 1, 1997, and on January 1 of each successive year, on the basis of the handy Whitman Index of Public Utility Construction Costs, as published in July of each previous year. Three (3) copies of Exhibit 1 shall be kept on file and available for inspection in the office of the City Clerk, and Exhibit 1 is incorporated herein by reference as though fully set forth.

5.2. Nonresidential Infrastructure Availability Charge:

5.2.1. Each nonresidential infrastructure availability charge shall be individually determined on the basis engineering plans and drawing submitted by the applicant.

5.2.2. The infrastructure availability charge shall be calculated by multiplying the estimated maximum noncoincident demand for the customer in kilowatts (kW), as determined from the architectural plans and drawings submitted by the applicant, at a rate per kW established annually by the City of Naperville ordinance and representative of the investment in the system’s backbone facilities expressed in dollars per kilowatt. The calculation shall not be adjusted by the Department after its initial determination unless the applicant submits revised architectural plans before the scheduling of any construction.

5.3. Charges for Pre-Existing Service: Where there is construction of a new building or the alteration of or addition to an existing building located upon a lot, block, tract, or parcel, or an increase in the service to a nonresidential customer, no building permit or electric service connection permit shall be issued without payment of such additional infrastructure availability charges calculated according to Section 8-1C-8.5 of the Chapter.





**CITY OF NAPERVILLE**  
**Transportation, Engineering & Development (T.E.D.) Business Group**

**CONSTRUCTION SITE SAFETY DIRECTIVE**  
**Effective Date: January 3, 2000**  
**Attention: Builders, Contractors, Architects, & Developers**

The City of Naperville is concerned about the safety of construction workers, city inspectors, and the general public. The Police and Fire Department frequently respond to calls at construction sites to aid persons injured as the result of an accident. It is everyone's responsibility to insure that construction sites are safe for everyone involved in the construction phase of a project or development. Therefore, in an effort to promote safety at construction sites, effective January 3, 2000, the following requirements must be met in order for the City to conduct an inspection:

1. The building address (not lot number) must be displayed, including suite numbers, if applicable. This includes a sign in front of the structure while foundation work is in progress and numbers on the front of the structure. Numbers must be at least 5 1-2 inches in height and visible from the street.
2. A gravel access path, at least 3 feet wide and clear of debris, water and snow, is required from the street to the structure.
3. Manufactured ladders (minimum type 1) rated for 250 pounds and secured in place must be present on the site. Site-built ladders, constructed in accordance with OSHA/ANSI standards,\* are acceptable.
4. Cleated ramps shall be constructed to OSHA/ANSI standards,\* elevated to a **maximum** of 3 feet, and secured in place.
5. Railings (36 inches in height) constructed at OSHA/ANSI standards\* are required on elevated platforms, stair openings, and lofts.
6. Temporary stairs, constructed in accordance with OSHA/ANSI standards\*, must be secured at the top and bottom and have intermediate support rails every 6 feet.
7. The inside of structures must be free of debris, standing water, ice, mud and human waste.
8. Construction debris must be in a dumpster or other four-sided container with a floor.
9. Access to excavations must comply with OSHA/ANSI standards.

**\*Copies of OSHA and ANSI standards are available for review in T.E.D (Transportation, Engineering & Development Business Group). OSHA can be contacted at 630-896-8700, and ANSI can be contacted at 212-642-4900.**

**The above list details the minimum on-site safety requirements that went into effect on January 3, 2000. Upon arrival at a job site, building inspectors will confirm that the minimum requirements have been met before they will conduct an inspection. If all requirements have not been met, the inspector will issue a STOP WORK ORDER that will remain in effect until the construction site is brought into full compliance with the City's safety requirements.**



## **CITY OF NAPERVILLE**

### **Transportation, Engineering, & Development (T.E.D.) Business Group**

#### **BUILDING DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION

- **Door Hardware (no dead bolts ADA)**
- **Thresholds ADA**
- **Emergency signs working (Exit & EM Lights)**
- **Electric Panel \_\_\_ Directory Updated**
- **Post Addresses (Front and Back Doors)**
- **Post Suite Numbers**
- **Transaction Counters**
- **Exhaust Fans Working**
- **Bathroom Signage**



## **CITY OF NAPERVILLE**

**Transportation, Engineering & Development (T.E.D.) Business Group**

### **NAPERVILLE FIRE DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION:

- **EXIT LIGHTS MUST BE INSTALLED OVER EACH EXIT DOOR AND FUNCTIONING PROPERLY.**
- **EMERGENCY LIGHTS MUST BE INSTALLED AND FUNCTIONING PROPERLY.**
- **FIRE EXTINGUISHERS MUST BE MOUNTED PROPERLY AND SERVICED AND TAGGED WITH THE CURRENT YEAR. BRAND NEW**
- **EXTINGUISHERS REQUIRE SERVICE TAGS.**
- **THE ADDRESS, INCLUDING SUITE NUMBERS MUST BE DISPLAYED ON THE FRONT/REAR DOOR.**
- **THE FIRE ALARM SYSTEM MUST BE UP TO CODE THROUGHOUT THE ENTIRE BUILDING. PLANS SHALL BE SUBMITTED TO THE FIRE DEPT. AND A PERMIT IS REQUIRED PRIOR TO ANY ALTERATIONS OR INSTALLATIONS. A REQUIREMENTS BOOKLET IS AVAILABLE FROM THE FIRE DEPARTMENT.**
- **THE FIRE ALARM SYSTEM SHALL BE MONITORED BY AN APPROVED MEANS AS OUTLINED IN OUR REQUIREMENTS BOOKLET, PRIOR TO THE INSPECTION.**
- **A FIRE ALARM TEST SHALL BE REQUIRED AT THE TIME OF INSPECTION.**
- **THE HOOD/DUCT SYSTEM MUST BE SERVICED AND TAGGED WITH THE CURRENT YEAR. THIS SYSTEM SHALL MEET ALL CURRENT STANDARDS.**
- **NEW KEYS SHALL BE INSTALLED IN A LOCK BOX.**



# Naperville

City of Naperville  
Finance Department  
400 S. Eagle Street  
Naperville, IL 60540

## FOOD & BEVERAGE TAX

### Introduction

The City of Naperville has implemented a one percent (1%) tax on food and beverage (alcoholic and non-alcoholic) which can be consumed on the premises where purchased. All affected retailers must begin collecting this tax beginning July 1, 2004.

### Downtown Tax Rate

Illinois Law authorizes home rule municipalities to impose a tax in an area of up to one square mile; on the gross receipts of the sale of alcoholic beverages, soft drinks and food prepared for immediate consumption; for the purpose of paying for public parking facilities [65 ILCS 5/811-6c].

On October 7, 2008 the City implemented such a defined area Food and Beverage Tax at a rate of 1.5%, per Ordinance 08-187. The tax is in addition to the existing 1% Food and Beverage tax applicable throughout the City since 2004. **This additional tax applies only to businesses located in downtown Naperville.** Please see Exhibit A – Downtown Map for Imposition of Food & Beverage Tax to see the downtown boundaries. According to the City Ordinance, businesses located in the downtown area are required to begin collecting 2.50% Food and Beverage Tax effective November 1, 2008.

### Registration

All retailers are required to submit a completed Food & Beverage Tax Registration Form before conducting business. The seller must notify the City of Naperville of the last sale date. The new owner is required to re-register the location. Business owners must register each retail location separately.

### Collection

The food and beverage tax is due monthly. Payment of the tax must be made to the City of Naperville no later than the 20<sup>th</sup> of each month following the month in which the tax was collected. For example, taxes collected during the month of July are due no later than August 20. Along with the tax payment, business owners must submit a completed Food & Beverage Tax Return Form and a copy of the State of Illinois forms ST-1 and ST-2, if applicable.

Businesses may retain 2% of the total tax due to cover administrative expenses. The 2% is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month. Filing after the due date will result in a late payment penalty equal to 5% of the unpaid tax.

### Contact Information

A copy of the ordinance and all city tax forms are available for downloading on the City of Naperville's Web site. Completed forms and payments should be returned to:

**City of Naperville**  
**400 S. Eagle Street**  
**Naperville, IL 60540**  
**Attn: Finance Dept., Food & Beverage Tax**

For additional information, contact the City of Naperville Finance Department at (630) 420-4115.



# Naperville

## FOOD & BEVERAGE TAX REGISTRATION FORM

1. \_\_\_\_\_ Business Telephone \_\_\_\_\_

Business Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ **Date Open for Business**

2. \_\_\_\_\_ Corporate Telephone \_\_\_\_\_

Mailing Address (Company/Corporate) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**(Must be different than Business Location Address)**

3. \_\_\_\_\_ Owner Telephone \_\_\_\_\_

**(Must be different than business phone #)**

Owner Driver License Number **(Required)** \_\_\_\_\_ E-Mail Address \_\_\_\_\_

4. Nature of Business: (i.e. restaurant, deli, tavern, etc.) \_\_\_\_\_

5. Estimated Annual Sales Subject to Food & Beverage Tax: \_\_\_\_\_

6. Illinois Retailer Occupation Tax Number (IBT): \_\_\_\_\_

7. Federal Taxpayer ID Number or Social Security Number: \_\_\_\_\_

8. Name of Food and Beverage Tax Return Preparer: \_\_\_\_\_

Preparer's Telephone: \_\_\_\_\_

9. Frequency of Filing Illinois Department of Revenue Form ST-1

Monthly  Semi-annually

Quarterly  Annually

I declare that I have examined this registration form, and to the best of my knowledge, the information entered on this form is true, correct, and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please return the completed form to:**

**City of Naperville  
400 S. Eagle Street  
Naperville, IL 60540**

**Attn: Finance Dept., Food & Beverage Tax**

**Phone: 630-420-4115**

**Fax: 630-305-6226**



# Naperville

## FOOD & BEVERAGE TAX RETURN FORM

For Tax Period Ending: \_\_\_\_\_

Due Date: **On or before the 20<sup>th</sup> of subsequent month**

Payee Name (Corporate/Company)  
And Address (Mailing Address):

Business Name (DBA)  
And Address (Business Location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Local Retailers' Illinois Business Tax (IBT) number for Naperville  
business location (from Form ST-1) \_\_\_\_\_

### COMPUTATION OF TAX LIABILITY

1.	Total Sales Subject to Tax		_____
2.	<b>Food and Beverage Tax</b>	<b>(Line 1 x 1%)</b>	_____
3.	Less: 2% Filing Fee	(Line 2 x 2%)	(-) _____
<b>(2% is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month)</b>			
4.	Plus Penalty if Past Due	(Line 2 x 5%)	(+) _____
5.	<b>Amount Due</b>	<b>(Line 2 Less Line 3 Plus Line 4)</b>	<b>(=) _____</b>

*Under penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed.*

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Preparer Phone Number: \_\_\_\_\_

***Please mail this completed return, a check in the amount shown on line 5, and a copy of the Illinois Department of Revenue Form ST-1 and ST-2, if applicable, to:***

**City of Naperville  
400 S. Eagle Street  
Naperville, IL 60540  
Attn: Finance Dept., Food & Beverage Tax  
Phone: 630-420-4115  
Fax: 630-305-6226**