

Mayor
Scott J. Gartner

Clerk
Lori K. Romine



Trustees
Brent C. Bluthardt
Ed Macek
Jose S. Martinez
Rebecca McNeill
Mary J. Pedersen
Scott A. Pierce

Certificate of Occupancy

Please review and provide answers to the following questions. The Village reserves the right deny or revoke a certificate of occupancy to any business that does not adhere to Village Codes. An approved certificate of occupancy requires payment of a \$100.00 non-refundable fee.

1. property address, business name and description

2. property owner name and contact information

3. business owner name and contact information

4. goods to be sold and/or services offered

5. square footage of space, hours of operation, number of employees

6. required licenses or registrations for business operations

7. specialized business operational requirements

8. required outside storage, display or sales

9. delivery operations and customer distribution methods

10. building improvements required to operate in the tenant space

11. hazardous materials or chemicals used or stored on site

Review of this document will be completed with an approval or denial provided by the Village within five (5) business days. Please contact the director of Community Development with any questions at 847.395.1000 ext 1324.

