



HOMER GLEN

# Commercial Occupancy Permit

Phone: 708-301-1301

Email: [buildingdepartment@homerglenil.org](mailto:buildingdepartment@homerglenil.org)

**(Please print legibly)**

Owner of Business: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

Owner's E-Mail: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Owner of Building: \_\_\_\_\_ Phone #: \_\_\_\_\_

Total Cost of Improvements: \$\_\_\_\_\_

**A "Commercial Occupancy Permit" only consists of bringing in furniture and very minor changes (i.e. painting, shelving, tables).**

**Requirements to be met for the Building Department:**

- Complete Permit Application
- A pre-permitting inspection may be required.
- Final inspections must to be completed by the Building and Fire Departments.
- Health Department inspection may be required.
- Approval from Zoning Department & Approved Business License from the Clerks office.
- Types of Payment Accepted: Visa/Mastercard/Discover, Check, Debit Card, Money Order

**\*\*The following must be met to open for business: (1) Zoning Use has been approved, (2) Approved final inspections from the building and fire departments & (3) Business License approval. Submitting an occupancy permit does not automatically mean the business is approved to open. Once all approvals are complete then a Certificate of Occupancy will be issued and the business can begin to operate. \_\_\_\_\_ (initial)**

**NOTE:** All building permits are pursuant to the Village of Homer Glen Building, Zoning and Stormwater Ordinances. Building, electrical, plumbing, fire and/or health inspections are required prior to issuance of the certificate of occupancy. **Separate permits are required for interior remodeling and signage.**

**The Building Permit Fee is non-refundable.**

**I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_