

# Village of Hanover Park Community Development Department

## NEW BUSINESSES IN HANOVER PARK

All business establishments in Hanover Park must comply with Village ordinances before Certificates of Occupancy and Business Licenses can be issued by the Village. In order to avoid problems with occupancy of spaces, the Community Development Department's Inspectional Services staff will conduct a "site visit" to conclude what tenant space improvements, if any, are required before occupancy. To schedule a "site visit", please complete the following application.

If tenant space improvements are required, the following guidelines have been developed for all new business/tenant space improvements within the Village.

Please note that all tenant space improvements require a permit before work is started.

Prior to any remodeling or occupancy of any commercial or industrial space the following information shall be submitted to the Community Development Department for review and approval:

1. A drawn to scale floor plan of the space to be occupied must be provided. The plan must include details of tenant separation walls (if known). Existing and proposed partitions or dividers must also be shown.
2. The floor plan shall include information about the intended use of each room or area, a schedule of interior finishes for walls, floors and ceilings, sizes of all doors and passageways, a door hardware schedule, an equipment layout and schedule (if applicable) and any material or equipment specifications.
3. Any business seeking to sell, handle, process or prepare food stuffs must have plans reviewed and approved by the Village Sanitarian.
4. Mechanical, plumbing and electrical drawings (if applicable) must be supplied. Either the floor plan or the electrical drawings must show the location of exit signs, emergency lights, and smoke detectors.
5. The owner of the shopping center and/or property manager must approve, in writing, all requests for tenant space improvements and/or occupancy.
6. All contractors must obtain Village contractors licenses prior to the issuance of any permits. Please note that all plumbing and electrical work may be done only by licensed contractors in commercial and industrial space. No plumbing or electrical work may be done by the owner or perspective tenants.

Upon completion of the remodeling and successful passing of final inspections, a certificate of occupancy will be issued. ***NOTE: Prior to issuance of a certificate of occupancy, a completed business license application must have been submitted to the Village Clerk and a water billing account must have been opened by the new business. No furniture, inventory, or non-stationary equipment can be brought into the space before the certificate of occupancy is issued. After stocking the business, providing furniture and other essentials and the business is ready for operation, the Community Development Department will conduct a business license inspection. Upon passing of the inspection, a business license will be issued and the business may begin operation.***

Any questions regarding the requirements, process, or procedures, may be directed to the Community Development Department at 630/372-4260.

**Village of Hanover Park  
Community Development Department**

**SITE VISIT FOR A CERTIFICATE OF OCCUPANCY**

A completed application is required prior to the issuance of a Certificate of Occupancy. *(Please print or type)*

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

TENANT OR LEASER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

TENANT/LEASER ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF TENANT SPACE: \_\_\_\_\_

MAXIMUM NUMBER OF EMPLOYEES ON PREMISES: \_\_\_\_\_

**TYPE OF BUSINESS**

- |  |   |                                 |   |
|--|---|---------------------------------|---|
| <input type="checkbox"/> Light Manufacturing | <input type="checkbox"/> Warehouse/Storage                                | <input type="checkbox"/> Office | <input type="checkbox"/> Automatic Sprinkler System |
| <input type="checkbox"/> Restaurant          | <input type="checkbox"/> Hazard Classification or Storage (for sprinkler) | <input type="checkbox"/> Retail |   |
| <input type="checkbox"/> Service             | <input type="checkbox"/> Other _____                                      |                                 |   |
- (Please Describe)

Please provide on company stationary or company "letterhead" a *detailed* description of the *proposed* business activities that will take place at the above address.

Are there any site or building alterations necessary or anticipated that will require a building permit?  Yes  No

If "yes", please explain: \_\_\_\_\_

List types of work that would be necessary for occupancy:

- |                                   |                                     |                                     |  |
|-----------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Building   | <input type="checkbox"/> Cosmetic Only (i.e. carpeting, and/or painting) |
| <input type="checkbox"/> Alarm    | <input type="checkbox"/> Sprinklers | <input type="checkbox"/> Mechanical |  |

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Original Signature Required)

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Original Signature Required)

**Village of Hanover Park  
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**NEW BUSINESS EMERGENCY AFTER-HOURS INFORMATION**

NAME OF BUSINESS: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT OR LEASER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

TENANT/LEASER ADDRESS: \_\_\_\_\_

MANAGER OF BUSINESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

MANAGER'S ADDRESS : \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

**HOURS OF OPERATION**

Monday: \_\_\_\_\_

Friday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Thursday: \_\_\_\_\_

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**OFFICE USE ONLY**

**WATER BILLING ACCOUNT INFORMATION:**

Water Turn-off Date: \_\_\_\_\_

Water Turn-on Date: \_\_\_\_\_

**BUILDING CODE INFORMATION:**

The edition of the codes in which the space was reviewed:

\_\_\_\_\_

The use group accordance to BOCA:

\_\_\_\_\_

Type of construction:

\_\_\_\_\_

Automatic Sprinkler system:

\_\_\_\_\_

Special Stipulations/Conditions:

\_\_\_\_\_

\_\_\_\_\_