



Village of Hoffman Estates

1900 Hassell Road, Hoffman Estates, Illinois, 60169

Phone: 847.781.2631 | Email: buildingpermits@hoffmanestates.org

www.hoffmanestates.org/occupancypermit

CERTIFICATE OF OCCUPANCY APPLICATION PROCESS

All new businesses in the Village of Hoffman Estates are required to obtain a Certificate of Occupancy prior to obtaining a Business License. This includes businesses that are new to the Village, existing businesses that are relocating to another village location, an existing business that is relocating to another tenant unit in the same location, an existing business that has a change of ownership, an existing business that is changing the Business Name / DBA, and businesses that are building out tenant spaces. Please note that all business uses will need to be verified that it is consistent with permitted zoning uses. To view the Village's Zoning Map as well as Zoning Code, please visit www.hoffmanestates.org/planning.

The Certificate of Occupancy Permit application can be submitted in conjunction with the Business License Application, however it is important for the business operator to know that the business license will **not** be approved until Certificate of Occupancy has been issued. The building or tenant space may not be occupied and/or business conducted until all requirements for the Certificate of Occupancy, including applicable inspections, have been met.

All permit applications must be submitted in full. Applications with missing information will not be accepted and will not initiate the application process. Any false, misleading or material omission of information shall subject any license or permit issued as a result of this application to be subject to revocation. The acceptance of an application does not bind or obligate the Village to issue a Certificate of Occupancy.

Businesses that are performing interior and exterior modifications (including, but not limited to, structural, mechanical, electrical, and plumbing work) will need to apply for a Commercial Alterations / Tenant Build-Out Building Permit application. Instructions to apply for a Commercial Alterations / Tenant Build-Out Building Permit can be found at www.hoffmanestates.org/permits. The Certificate of Occupancy Permit Application form shall be submitted at the same time as the Building Permit application.

A floor plan of the tenant space with layout and rooms labeled by use must be submitted with this application. The real estate agent or land lord should have a floor plan of the space. A Business Operations Narrative Letter containing a detailed description of the business, business operations, and background must also be submitted. This letter must be typed using the business letterhead or logo and must address all operations happening on site. Any food handling business is subject to Village Health Inspections.

Additional documentation and fees may be required. The Village will contact the business owner / applicant via email for this additional information should it be necessary.

Certificate of Occupancy Application Process

- STEP 1** **Submittal of the Certificate of Occupancy Application and supporting documents.**

- STEP 2** **Review of the Certificate of Occupancy Permit Application by Village Departments and Divisions.**
This will include the Building and Code Division, Planning Division, Health Division, Fire Department, and other Village Departments or Divisions when applicable. The Village will reach out to the applicant via email for any additional information that is required.

- STEP 3** **Payment of Fees and Inspection.** The applicant is required to pay any Certificate of Occupancy Fee as prescribed in the Municipal Code Schedule of Fees ([Section 11-7-1](#)). It is the applicant's responsibility to request Occupancy Inspections once they have been notified that the Occupancy Application has been reviewed and Inspections are ready to take place. Inspections can be scheduled no less than 24 hours in advanced. No same day inspections will be permitted.

- STEP 4** **Certificate of Occupancy is issued.** At this time, the Business License application may be submitted. If the Business License Application has already been submitted, it will be processed.



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CERTIFICATE OF OCCUPANCY APPLICATION FORM

PROPERTY OWNER INFORMATION

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

PROPERTY MANAGEMENT / LAND LORD INFORMATION

Check if same as Property Owner

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

APPLICANT / BUSINESS OWNER INFORMATION

Check if same as Property Owner

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

FORMER BUSINESS INFORMATION *Information related to the business that formerly occupied the space.*

Business Name: _____
Type of Business: _____

PROPOSED BUSINESS INFORMATION

Business Name: _____
Legal Entity Name: _____
Address: _____
City, State, Zip: _____
Type of Business: _____

PROPOSED BUSINESS OPERATIONS

Hours of Operation: _____ Days of Operation: Su M Tu W Th F Sa
Number of Employees: _____ Max Number of Employees at Peak Hours: _____
Gross Floor Area of Tenant Space (Sqft): _____
Number of Customers Expected at Peak Hours: _____
Food Handling Business: Yes No



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ZONING INFORMATION

Zoning District: _____

Number of Parking Spaces available on-site for the business: _____

Summary of business type and operations including any accessory operations:

Note: this does not take the place of the Business Operations Narrative that is required to be submitted. Please see Page 1.

CHECK YES OR NO IF APPLICABLE TO PROPOSED BUSINESS

Animal Related Services (pet shop, hospital, animal training)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Auto Repair	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Automobile Service Station, Repair, and/or Car Wash	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bank or Financial Institution	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Building material sales and storage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Business operations conducted outdoors	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Distribution of Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Driving ranges and/or miniature golf course	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Events or Banquets	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Food Handling	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Food Vending Machine	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Health Club or Gym	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Hotel or Motel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Instructional or Educational classes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sale of Open or Closed Liquor Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Manufacturing Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Massage Establishments	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Nursery School or Daycare	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Nursing Home or Convalescent Home	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Personal Improvement Service (Tanning, Yoga, Driving, etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Place of Worship or Religious Assembly	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recreational or Entertainment Facility	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Restaurant / Cafe	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Storage of Vehicles or Materials on Site	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Tobacco Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Truck and Trailer storage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Video Gaming Terminals	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



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BUILDING MODIFICATIONS AND IMPROVEMENTS

Please describe any interior or exterior improvements or modifications below. Any interior or exterior improvements require a separate building permit application, as referenced in the Municipal Code.

Remodeling (this could include moving in furniture, counters, shelving, racks etc.)

Decorating (Cosmetic changes, Carpeting, Painting, etc.)

Electrical (installation of lighting fixtures, outlets, etc.)

Plumbing (Fixture Replacement and Remodeling)

Heating and Air Conditioning

Signage (any permanent and temporary signs including window signs)

Parking Lot (striping, sealing, crack sealing, installation of reserved spaces, etc.)

Landscaping (removal of trees, shrubs, or the addition landscaping)

Additional Remodeling not listed



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APPLICANT CERTIFICATION

I certify that I have read the information listed in Page #1 and agree to submit all information required of me to the Village.

_____ *Initial*

I certify that the above information is true and correct to the best of my knowledge and agree that I have an obligation to inform the Village of Hoffman Estates if there is a change in circumstances.

_____ *Initial*

I certify that all work required by the Department of Development Services and Code Enforcement Division will be completed prior to occupying the site and all necessary permits for site or building work will be obtained.

_____ *Initial*

I certify that I will submit a Floor Plan and a Business Operations Narrative as part of this application and as outlined on Page #1.

_____ *Initial*

I acknowledge that no error or omission in either the plans or application, whether said plans or application have been approved by the Building Official or not, shall permit or relieve applicant from constructing the work in any manner other than provided for by Village Ordinance.

_____ *Initial*

I certify that I will obtain the Certificate of Occupancy prior to occupying the site.

_____ *Initial*

I acknowledge that a separate business license application is required to be submitted to the Village Clerk's Office.

_____ *Initial*

Name of Applicant (Print): _____

Signature: _____ Date: _____