



# OCCUPANCY PERMIT

## ROADMAP

### 1 VERIFICATION

All new & relocating businesses in the Village of Hoffman Estates are required to obtain a Certificate of Occupancy prior to occupying a space and receiving a Village of Hoffman Estates Business License. The applicant should verify if their business requires additional Planning or Business License approval. Contact information for the Planning & Transportation Division and the Clerk's office can be found at [www.hoffmanestates.org/occupancy](http://www.hoffmanestates.org/occupancy).



### 2 APPLICATION

The Occupancy Permit Application and supporting documentation must be submitted digitally on the eTRAKiT portal. More information, including instructions on how to set up an account with eTRAKiT can be found at [www.hoffmanestates.org/permits](http://www.hoffmanestates.org/permits)



### 3 REVIEW

Various Divisions and Departments will review the application including Building and Code, Planning & Zoning, Health, Fire, and others when applicable. Reviews and requests for clarification and corrections will be *emailed* to the applicant.

### 4 PERMIT ISSUANCE

The permit will be issued once the application has been approved and the applicant has paid the Certificate of Occupancy fees.



### 5 INSPECTIONS

The Applicant must schedule Occupancy Inspections with all applicable inspectors within 2 weeks of permit issuance. Inspections can be scheduled on the applicant's eTRAKiT portal.

### 6 CERTIFICATE OF OCCUPANCY

Once all inspections have been passed a Certificate of Occupancy will be issued to the business. The business can begin moving in furniture and other items into their space.



### 7 BUSINESS LICENSING

The applicant may then apply for a Village Business License and proceed with other Village Licensing requirements if they have not done so already. The business license process may consist of an additional inspection with the Fire Department. The Applicant is required to schedule



### 8 OPEN FOR BUSINESS

Following official issuance of the Business License, the applicant may begin business operations.

