



# Development Services Department

14700 Ravinia Avenue • Orland Park, Illinois 60462

Phone (708) 403-5300 • Fax (708) 403-6215

Email: [developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org) • [www.orlandpark.org](http://www.orlandpark.org)

## OCCUPANCY PERMIT APPLICATION - NO WORK

Permit Number (Completed by Village)

### The Freedom of Information Act (FOIA)

Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

Part I General Information					Part II Property Information	
Application Date		Value of Work: \$0			Address	
Building Use	Retail	Office	Industrial	Kiosk	Lot/Space/Unit/Suite/Apt # Zip Code	
Tenant Type	New	Existing	Subdivision			
Description of Business					Property Index Number(s) PIN	
					Total Building Area (SF), if available	
					Total Space Area (SF)	

Part III Tenant and Property Contact Information	
<i>(Please check to indicate primary contact for this permit application)</i>	
<b>Tenant</b>	Business Phone
Business Address	Business Email
<b>Property Owner</b>	Business Phone
Business Address	Business Email
<b>Other Applicant</b> (Specify Role)	Business Phone
Business Address	Business Email

## Part IV Terms, Conditions and Requirements

**APPLICABLE VILLAGE CODES**  
This permit is granted on the express condition that the said occupancy shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the occupancy and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.

**PERMIT POSTING**  
Permit shall be posted and displayed on the job site until final approval has been issued by the Village.

**INSPECTION REQUESTS**  
The Development Services Department requires inspections and approvals of construction trades prior to any concealment of work regulated by the Village Codes. Typical inspections include but are not limited to:  
1. Final Building, Electrical, Plumbing, Mechanical and Fire inspection prior to any use or occupancy (Village Code Title 5, Chapter 1).  
2. Health inspections, if applicable

**INSPECTION NOTIFICATION TIMING**  
1. Inspection requests can be faxed to (708) 403-6215, submitted online using the [Online Inspection Request Form](#), emailed to [developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org) or submitted in person to the Development Services Department.  
2. Inspection requests cannot be taken over the phone and cannot be taken for same day inspections.  
3. Inspection requests must be submitted by 4pm to schedule for the next business day.  
4. Inspection requests submitted on a Friday after 4PM or on Saturday or Sunday will be scheduled the following Tuesday.

**CERTIFICATE OF OCCUPANCY**  
After final inspections have been approved, a Certificate of Occupancy may take up to 7 days for processing. Property/Title closings must account for time needed to monitor any legal agreements, and Departments signoffs for occupancy approvals.

**ERRORS AND OMISSIONS**  
No error or omission in any permit application, plans or documents approved by the Village, shall not relieve the land owner, agent or representatives to violate any adopted ordinance or code provisions. After reading these permit application terms, the undersigned fully understands the terms, the undersigned fully understands the terms and declares to the best of the knowledge and belief of the undersigned, that statements made are true.

## Part V Signatures

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to occupy the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Applicant Name	Signature of Applicant	Date
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## Part VI Village Approvals

Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued. FEE \$ \_\_\_\_\_

Print Building Official Name	Signature of Building Official	Date
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ZONING PERMIT - LAND USE VERIFICATION ONLY

Permit Number (Completed by Village)

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General Information

Please read and answer all questions below. Entire form must be complete. If Applying for Zoning Permit ONLY - \$40 fee required at time of submittal.

Part I General Information, Part II Property Information. Fields include Application Date, Job Address, Name of Business, etc.

Part III Applicant and Property Contact Information. Fields include Applicant Business Address, Property Owner Business Address, Business Phone, Business Email.

Part IV Project Description / Proposed Use Detailed Information

Please check all that apply, if yes please explain in project description above:

Checklist table with questions like 'Are any exterior changes proposed to the existing building, to the site or to the landscaping?' and 'Are any hazardous or toxic chemicals stored on site?'.

Part V Applicant

It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Land Development Code or by other ordinances, codes, or regulations of Village of Orland Park.

Print Applicant Name, Signature of Applicant, Date

Part VI Village Review STAFF USE ONLY

Existing Zoning, Proposed Land Use, Permitted, Not Permitted, Permitted with Additional Approval:

Approval checkboxes: Approved, Denied. Notes: This permit is for Land Use Verification ONLY.

Print Planning Official Name, Signature of Planning Official, Date

Additional forms or handouts may be required.

## **COMMERCIAL OCCUPANCY PERMIT RULES & REGULATIONS**

Permit Number (Completed by Village)

THIS HANDOUT IS ONLY A GUIDE, ALL APPLICABLE VILLAGE CODE AND LAND DEVELOPMENT CODE ORDINANCES APPLY.

### **Applies to:**

- Occupancy by New Tenants
- Change of Ownership for existing buildings
- Change of Ownership for existing businesses

### **Permit Fees:**

Village Code, Title 5, Chapter 2

### **The Village of Orland Park Development Services Department allows occupancy for spaces within existing buildings with the following conditions:**

- Occupancy and Building applications must be completed and submitted for review.
- Furniture layout and property site plan are required.
- Zoning Permit is required to review that an intended use is allowed in it's zoning district in accordance with the Village Land Development Code.
- Final Occupancy Inspection approval to verify minimum fire, life safety, exiting, accessibility to environmental limited persons, and health hazard conditions.
- Sign permits require a separate sign permit application. Contact Kryz Kociolek at (708) 403-6223 for sign permit information and fees.
- Business Licenses are required per Title 7, Chapter 2 of the Village Code. Fee is based on square footage, and the number of health inspections required for any food service.
- Massage Therapy Establishments require a Police background check and approval before a Certificate of Occupancy and Business License can be issued. Contact the Orland Park Police Department at (708) 349-4945 for an application and more information. All Massage Therapists are required to be licensed by the State of Illinois.

### **Separate Licenses and Applications are also required for:**

- Vending Machines (including inside employee break rooms)
- Juke Boxes
- Amusement Devices
- Sale of any form of Tobacco
- Liquor Licenses (contact the Mayor's Office for additional application and information)
- Massage Services

### **Required Inspections:**

Final Building, Electrical, Plumbing, Mechanical and Fire inspections are required before Certificate of Occupancy and Business License are issued. Health inspections will be required if applicable.

1. Inspection requests can be faxed to (708) 403-6215, submitted online using the Online Inspection Request Form, emailed to [developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org), mailed in or submitted in person to the Development Services Department.
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## Certificate of Occupancy & Inspections

When you have applied for a Certificate of Occupancy (C.O.) via a No work permit application or a New Business license, all occupancy applications will require a team of inspectors that will review, inspect and verify life safety compliance. The inspectors include building, accessibility, mechanical, plumbing, electrical and based on the use, health inspections. The inspectors will determine if there are building code violations that would endanger safety or health and will require the tenant to resolve these issues prior to occupancy. The occupancy certificate cannot be issued until the inspections are completed.

Preparation for an Occupancy Inspection shall include all of the following:

- The applicant or his or her representative must accompany the inspectors and be present at the site.
- Provide keys or access to all areas of the tenant space to be occupied under the terms of said Certificate of Occupancy. These rooms shall include all furnace, boiler, electric meter and water meter rooms.
- If the tenant space or building is protected by a security alarm or personnel, the security personnel shall be notified by applicant in advance and or the security alarm system shall be temporarily disarmed for the inspection.
- All mechanical systems (heating/cooling, lighting, hoods, plumbing etc.) shall be operational prior to inspection.
- If inspectors shall pass through another tenant space or through common space, the tenant's permission or building shall be notified.
- All hot water heaters shall be operational so min. temperature at lavatories shall be tempered (85° F. to max. 110° F.)
- All accessible grab bars shall be installed per Illinois Accessibility code.
- All hardware shall be installed at exist doors.
- Any signage shall be reviewed, approved, permit issued and installed prior to inspection
- All fire extinguishers shall be installed and have attached the yearly inspection tag by fire extinguisher manufacturer or testing agent. Min. (2) Model # 4 A60 BC 10# capacity. These shall be located at exit doors.
- Restaurant uses and occupancy require additional inspection by Village of Orland Park health inspector.
- The local fire district, Palos, Orland or Mokena Fire inspector will also perform occupancy inspection as a supplement to the required Village Inspection.

After all inspections have been completed and approved, the Village by Code is required to issue a Certificate of Occupancy within 10 working days. The certificate will be mailed via U.S. Postal service to the address on application or the applicant can request to pick it up once notified it ready.

**Warning: Occupancy of the premises before approval of the Occupancy Certificate will result in fines of \$250.00 to \$1,000 per day and an order to vacate the premises per V.C. Title 5 Chapter 1 Section 105.1 and Village Code 7-1 Business Licenses.**



ISO Class 2

# ORLAND FIRE PROTECTION DISTRICT

## Administration Center

9790 West 151st Street • Orland Park, IL 60462

708/349-0074 • Fax 708/349-0354

[www.orlandfire.org](http://www.orlandfire.org)

**Board of Trustees:**

*President Christopher Evoy*

*Secretary Blair Rhode*

*Treasurer Jayne Schirmacher*

*Trustee John Brudnak Pres. Pro Tem*

*Trustee James Hickey*

**Acting Fire Chief**

*Michael Schofield*

## FIRE DEPARTMENT CHECK LIST FOR NEW TENANTS

- FIRE EXTINGUISHERS:** Must be of a 4-A 60-BC Rating, (Dry chemical)  
A minimum of one is required. More may be added; depending on size and number of exits. Locate within 5' of exit doors.
- AUTOMATIC FIRE ALARM BUILDINGS:** Utilizing smoke detectors and manual pull stations.  
S.D required in every enclosed room, closet, or combustible space. Pull stations at every exterior exit. Audio/visual alarms are required. Pull stations may be required.
- SPRINKLERED BUILDINGS:** Utilizing fire sprinkler, a sprinkler head is required to cover 100% of the floor area. A minimum of 1 head is required in every room, closet, or combustible space.
- TENANT SPACE STROBE LIGHT:** A strobe light may be required at store front, connected to the smoke detector/heat detector, kitchen hood, system or sprinkler water flow to identify problems in your space.
- KEYLESS LOCK SETS FOR EGRESS:** No keyed locks on the egress side are allowed. No slide bolts, flush bolts, latches or hasps are allowed either. The exterior side of the door may be key locked.
- EXIT SIGNS:** Must be dual voltage with battery back-up.
- EMERGENCY LIGHTING:** Must cover the egress paths leading to exits.
- ADDRESS/SUITE NO:** The letters of numbers must be 6" high on a building exterior for tenants, and 4" minimum, for interior hallway tenants.
- SUPERVISION:** All alarms and sprinkler systems are to be connected to the Orland Fire Protection Dispatch Center.