

**VILLAGE OF TINLEY PARK, ILLINOIS**  
**CHANGE OF USE/OWNER INFORMATION & APPLICATION**  
(Leasing and/or Purchasing Commercial Space/Property)

***Congratulations. Welcome to Tinley Park. We are here to assist you.***

**Please Follow these Easy Steps:**

▪ **CONTACT THE ECONOMIC DEVELOPMENT DEPARTMENT REGARDING POTENTIAL BENEFITS**

Your business may be eligible for special economic development benefits or incentives. Before you purchase/lease the property or begin construction please see attached information sheet and contact the Tinley Park Economic Development Department at (708) 444-5110 for more information.

▪ **BEGIN THE CHANGE OF USE/ OWNER PROCESS – APPLICATION PROCESS**

A Change of Use or Change of Owner Permit is for businesses leasing a previously occupied commercial or industrial space or purchasing an existing business or property. We recommend before a lease or sale is complete, a Change of Use/Owner Application should be completed and returned to the Building Department for review to ensure the basic zoning criteria has been met. The fee for a Change of Use/Owner application is \$30. If you have questions regarding this application, please contact the Building Department at (708) 444-5100.

Upon receiving a completed application and fee from a new/prospective owner or user, the Tinley Park Building Department will schedule an inspection for the space/property and Village inspectors will identify items that do not meet current codes. The property owner and/or tenant will be responsible to make the necessary improvements to any outstanding conditions prior to receiving a Certificate of Occupancy. In some cases, a Temporary or Conditional Certificate of Occupancy may be issued along with due dates for completion of bringing outstanding items up to code.

▪ **SET UP INSPECTION**

After receiving the completed Change of Use Permit Application, the Building Department will call to set up an inspection date. This inspection will be conducted by the Building, Plumbing, Electrical, Public Works, Planning, Fire Prevention, and Health (if applicable) inspectors. It is recommended that you, the current property owner/management company, and ideally your general contractor, are present for the inspection.

**The inspectors will arrive between 8:00am and 12:00pm on the scheduled date and must have access to the utility room, especially if leased space is within a strip mall or multi-tenant building.** These inspections will provide the potential lessee/buyer with a list of any code violations or repairs necessary to bring the property up to code. This information is usually important in the negotiations of a contract or lease.

**Please note the following are some of the basic items reviewed by the Inspectors:**

### **BUILDING**

1. Restroom accessibility, grab bars, lavatory guards and placard.
2. Furnace and hot water tank may be required to be serviced by a licensed HVAC contractor.
3. Commercial kitchen, hood exhaust to be serviced and cleaned by qualified contractor, documentation required for re-inspection.
4. Restaurant - provide a floor plan if requested by the code official to include table and chair layout.
5. Accessible cash counter for mercantile and food service business.
6. Inspect existing bathroom exhaust and venter directly to the outdoors.
7. Building permits required for any proposed renovations and for all mechanical, electrical and plumbing (MEP) renovations.

### **ELECTRIC**

1. All electrical outlets within six feet of open water shall be GFCI protected.
2. All existing electrical not being used must be removed.
3. Cannot use extension cords for appliances.
4. All existing electrical outlets and lighting must be functional.
5. Electrical panel must have complete panel schedule, typed.

### **PLUMBING:**

1. Checking for required fixtures in bathrooms and other areas requiring plumbing. ADA compliance, tempering valves for lavatory faucets
2. Checking for required backflow prevention devices on potable water supply, ice machines, coffee and soda dispensing machines, etc.
3. Insuring the installation of approved working expansion tanks on hot water heaters, atmospheric relief vents if required
4. Checking for required floor or slop sinks
5. Inspecting for non-compliant saddle or illegal tapped devices

### **HEALTH (food establishments)**

1. Number of hand sinks and supplied (hot/cold water, soap, and paper towels)
2. Number of refrigerators/freezer and ensure they are at temperature
3. Ensure they have a 3 compartment sink or dish washer with proper sanitizer and test strips
4. A certified food handler
5. Tools for food safety such gloves, hair restraints, sanitizer, test strips, thermometer
6. Provide a copy of Illinois Department of Public Health Food Safety and Sanitation Managers certificates.
7. Will there be any changes made to the kitchen?
8. Will you be adding or removing any equipment?
9. Provide menu

## **PLANNING:**

1. Signage (permanent, temporary, and window signs)
2. Landscaping
3. Parking Lot (size of spaces, striping, potholes, cracks, etc.)
4. Dumpster Enclosure (do they need one? If they have one, is it in good condition?)
5. And miscellaneous issues (no sidewalks, trash on the site, needs an alley dedication, etc.)

## **PUBLIC WORKS:**

1. Ground wire on water meter is attached.
2. Does the unit have an RPZ or double check valve and is it currently certified.
3. Make sure the paperwork is attached to the device.
4. If there is no protection (RPZ or double check) determine if one is needed for the new business.

## **FIRE PREVENTION:**

1. Ensuring adequate means of egress
2. Ensuring proper fire protection and fire alarm
3. Occupancy hazards and processes that may require a permit as identified in adopted codes (see attached)
4. Proper contact information; properly addressed (location and size)
5. Modifications or alterations of the space

### **▪ REVIEW YOUR INSPECTION REPORT LETTER**

Once this inspection is complete, a letter containing all corrections and/or code violations found will be sent to the applicant and current building/business owner. Some corrections may require a Building Permit.

### **▪ SUBMIT REQUEST FOR CERTIFICATE OF OCCUPANCY**

If you are still interested in occupying the space, you will have to complete the corrections and call for re-inspections. All inspectors will then conduct a final inspection, and pending any further corrections, a Certificate of Occupancy will be issued for your business and/or building, along with a Tinley Park Business License (if applicable).

### **▪ IF REMODELING, SUBMIT A BUILDING PERMIT REQUEST**

If you are interested in extensive remodeling, a Building Permit is required. Permits must be issued prior to any remodeling or additions that the new owner desires to complete. Plans submitted for permit should include all corrections contained in the inspection report letter. Because walls are often moved, this most often requires relocation of fire sprinkler heads. Fire Suppression/Alarm Permit Applications will be required to be submitted along with the Build-Out/Interior Remodel Permit Application. Following the final inspections of a remodel, a Certificate of Occupancy may be issued (if applicable).

## **BUILD - OUT/INTERIOR REMODEL PERMIT CHECKLIST**

A completed Commercial/Industrial Permit Application including all contractor and/or subcontractor information.

A completed Emergency Contact Information sheet.

A Letter of Intent describing new occupant's business practice.

A letter defining the scope of work.

Four (4) sets of floor plans, showing any building, HVAC, electric, plumbing work. **If a water meter is already installed, please indicate placement. If a water meter is required, please indicate placement and size of the water meter.**

**Please indicate placement of fire sprinkler heads. If fire sprinkler heads will be relocated, fire protection plans are required.** Three (3) sets of engineered plans of any fire suppression/protection system plans with completed permit application must be submitted to the Fire Department at 17355 S. 68th Court. Build-Out/Remodel Permits will not be released until the fire suppression/protection system permit has been submitted.

Four (4) copies of plans of the layout of furniture/shelving/tables, etc., placement must be submitted.

- Provide calculations for occupancy load and door width capacities.
- Provide calculations/documentation for aisle widths areas adjacent to seating.

At the Building Commissioner's discretion, architectural stamped and signed plans may be required depending on the extent of work involved.

### • **PLEASE REVIEW CURRENT CODES**

The Village of Tinley Park has approved the updates to our Building Codes to adapt to the International Code Council standards. These standards were approved on September 2, 2016 and can be referenced through Ordinance Number 2016-O-055. The ordinance includes updates to the following code sections:

Village of Tinley Park Building Code 2016

2012 International Building Code

2012 International Residential Code for One and Two Family Dwellings

2012 International Mechanical Code

2012 International Property Maintenance Code

2012 International Fuel Gas Code

2018 International Energy Conservation Code

2011 National Electric Code

2014 Illinois State Plumbing Code

2012 International Fire Code

### • **OBTAIN YOUR BUSINESS LICENSE**

A Business License Application can be obtained at the Clerk's Office or on the Village website by visiting <http://www.tinleypark.org>. The Business License Application may be completed and submitted at any time during the Change of Use/Owner process or Building Permit Application process. Please return the Business License Application to the Clerk's Office located at the main entrance of Village Hall. If you have any questions concerning the Business License Application, please contact the Clerk's Office at (708) 444-5000.

**(Business License Application Attached)**

- **BEGIN YOUR SIGNAGE PERMIT PROCESS – SIGN PERMITS ARE REQUIRED**

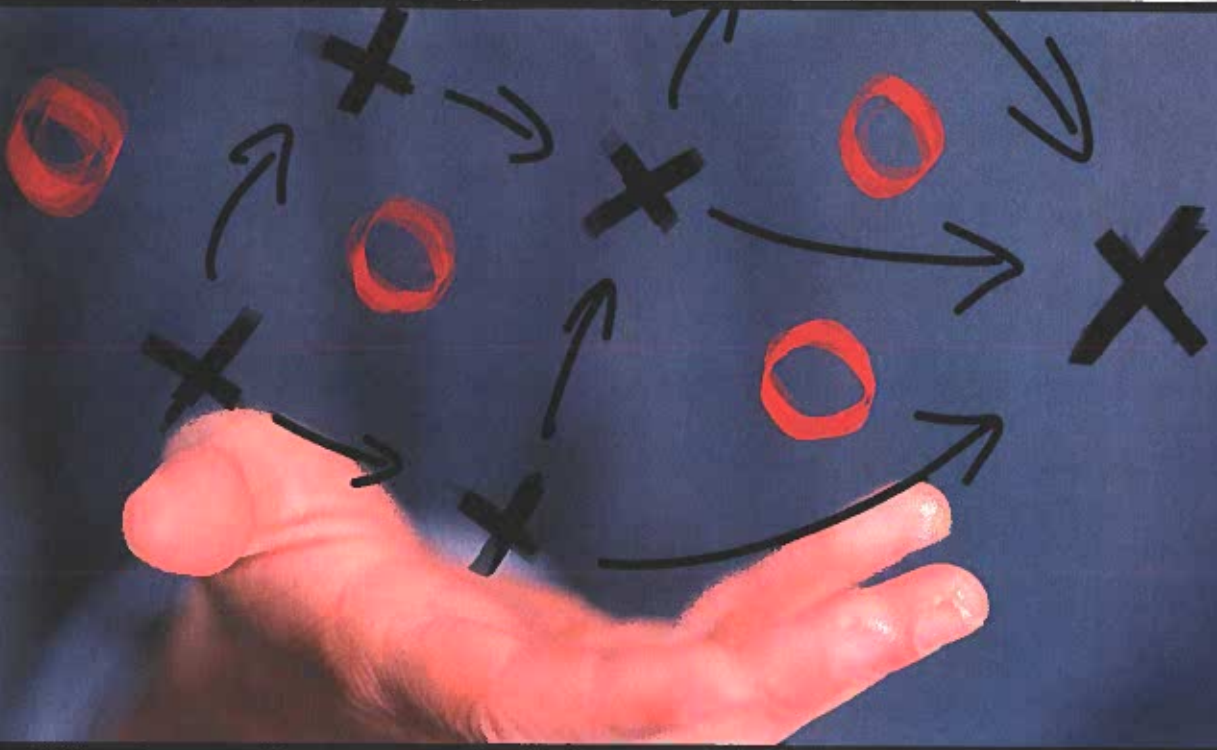
Sign Permits are required for Permanent and/or Temporary Signage. If new signage is desired, a new business sign must be approved through the permit process. A sign permit is required for any changes to the monument sign, wall sign, and/or window sign. Sign regulations can be found within the Village of Tinley Park Zoning Ordinance. Sign Permit Applications can be obtained through the Building Department or on the Village website by visiting <http://www.tinleypark.org>. If a wall sign is being added, the sign band area on the façade of the building must be repaired/repainted upon installation of a new sign. If the site has signage that does not meet current codes, it will have to be removed or altered to meet current codes.

Please note that temporary signs also require a sign permit. If the business owner would like to display temporary banners for special sales or events, please obtain a Temporary Sign Permit from the Building Department prior to displaying the temporary signs. **(Sign Permit Application Attached)**

- **CHECK OUT THE VILLAGE WEBSITE FOR MORE INFORMATION ON APPLICATIONS & CODES**

All applications and codes mentioned previously can be found on the Village of Tinley Park website by visiting <http://www.tinleypark.org> and navigating to the respective department's webpages using the blue bar found near the top of each page. If you have any questions about how to find certain applications or codes, please call (708) 444-5100.

# NEW INCENTIVES FOR DOWNTOWN TINLEY



## ***The Time Has Never Been Better to Open a New Business or Expand an Existing Business in Downtown Tinley***

One of Tinley Park's key goals is to develop a signature downtown where residents can live, shop, dine and be entertained. To support this effort, the Village is offering the Oak Park Playbook – a series of five grants specifically designed to encourage Downtown Tinley business owners to invest in and improve their respective properties. Available programs include:

- Facade Improvement Grant
- Code Compliance Grant
- Sign Grant
- Retail Grant
- Landscape Grant

Interested entrepreneurs can download grant applications from the Village website at [www.tinleypark.org/Playbook](http://www.tinleypark.org/Playbook).

These programs, coupled with the new music brand and plaza that are soon to come, make Downtown Tinley the perfect place for your new or expanding business!

For more information, please contact:  
Community Development Department  
708-444-5110 | [phoban@tinleypark.org](mailto:phoban@tinleypark.org)  
[www.TinleyPark.org/Playbook](http://www.TinleyPark.org/Playbook)

**Tinley Park**  
ILLINOIS  
*Life Amplified*

Permit # \_\_\_\_\_

Inspection Date: \_\_\_\_\_

VILLAGE OF TINLEY PARK, ILLINOIS  
CHANGE OF USE/CHANGE OF OWNER INSPECTION REQUEST APPLICATION

**This application must be completed in full and returned to the Village of Tinley Park Building Department along with the fee of \$30.00.** Please provide information for all categories below. Please note that this application is not a Certificate of Occupancy – this is for informational purposes only.

ADDRESS OF PROPERTY: \_\_\_\_\_ Suite/Unit # \_\_\_\_\_

Check all that apply:

**PURCHASE OF PROPERTY** (buying the building/condominium unit)

**PURCHASE OF EXISTING BUSINESS OPERATION/LEASING SPACE** (taking over existing business from current owner).

- **EXISTING BUSINESS NAME:** \_\_\_\_\_

**OPENING NEW BUSINESS/LEASING TENANT SPACE:**

- **NEW BUSINESS NAME:** \_\_\_\_\_

**APPLICANT INFORMATION (future tenant and/or future property owner):**

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

**CURRENT PROPERTY OWNER INFORMATION**

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

**MANAGEMENT COMPANY INFORMATION (if applicable)**

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

**INSPECTION CONTACT INFORMATION:**

Name of Person to Contact for Inspections:	
Contact's Affiliation with Business Owner or Property Owner:	
Phone (primary)	Email:

**SITE INFORMATION REQUIRED FOR PURCHASE OF PROPERTY AND/OR TENANT LEASING SPACE**

Name of Commercial Center (if applicable):
Major Tenant (largest space):
Number of tenants in entire building*
Square Footage of entire building:
Will there be modifications to the interior of the building? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits required)
Total Number of Parking Spaces in entire lot:
Number of Handicap Parking Spaces in entire lot:
Will there be modifications to the parking lot? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits required)
Will there be modifications to the landscaping on the site? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits may be required)

\*Please provide the following:

- Attach list of current tenant(s) name(s)
- Type of business of each tenant (example: restaurant, office, hair salon, etc.)
- Each tenants hours of operation

**LEASING TENANT SPACE**  
**PLEASE COMPLETE ALL ITEMS ON CHECKLIST**

Please provide a company description to determine appropriate zoning district. Describe the products and/or services of your business. Please include a list any state licenses and/or certifications required to operate your business and/or required to be held by staff. Also include, if applicable, any major equipment necessary to operate your business.

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Number of Parking Spaces Allotted to Tenant:
Square footage of tenant space:
Hours of Operation:
Maximum Number of Employees:
Restaurants Only: Number of Seats:
Medical Offices Only: Number of Exam Rooms:

**Will the business hold classes?**

No

Yes (attach description of classes, class schedule and age range of students)

**Will the business involve the use of chemicals?**

No

Yes (attach list of chemicals)

**Will liquor be sold and/or consumed in the tenant space?**

No

Yes (Liquor License is required. Please contact Mayor's office for appointment at (708) 444-5000)



**Will there be interior modifications to the tenant space?**

No

Yes (If yes, permit(s) are required)

**Will there be changes to permanent signage?**

No

Yes (If yes, permit(s) are required)

**Will there be temporary signage?**

No

Yes (If yes, permit(s) required)

**Will there be vehicles parking overnight?**

No

Yes (If yes, please answer the following):

Number of Vehicles \_\_\_\_\_

Weight type \_\_\_\_\_

Plate type of vehicles \_\_\_\_\_

**BEFORE signing, please insure that ALL Requested Information Above is Provided. Incomplete Forms cannot be accepted.**

Applicant Printed Name: \_\_\_\_\_

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

**OFFICE USE ONLY:**

Previous Tenant: \_\_\_\_\_

Previous Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Use(s) Are Permitted:  Yes  No

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

## CURRENT TENANT LISTING

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

**CHANGE OF USE/CHANGE OF OWNERSHIP  
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

**Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.**

ACTIVITIES	APPLICABLE	DESCRIPTION/QUANTITY
<b>105.6.1 Aerosol products</b> <i>Manufacture, store or handle an aggregate quantity of level 2 or 3 aerosol products in excess of 500 pounds net weight.</i>		
<b>105.6.2 Amusement buildings</b>		
<b>105.6.3 Aviation facilities</b> <i>Aircraft servicing or repair &amp; aircraft fuel-servicing.</i>		
<b>105.6.4 Carnivals and fairs</b>		
<b>105.6.5 Cellulose nitrate film</b> <i>The storage, handling or use of cellulose nitrate film in an Assembly occupancy.</i>		
<b>105.6.6 Combustible dust-producing operations</b> <i>Operation of a grain elevator, flour starch mill, feed mill, or plant pulverizing aluminum, coal, cocoa, magnesium, spices, sugar or other dust producing operations.</i>		
<b>105.6.7 Combustible fibers</b> <i>Storage &amp; handling of combustible fibers in quantities &gt;100 cubic feet.</i>		
<b>105.6.8 Compressed gases</b> <i>Storage, use and handling at normal temperature and pressure of compressed gases. (corrosive, flammable &gt;200 cu.ft., any amount of toxic, highly toxic or pyrophoric material)</i>		
<b>105.6.10 Cryogenic fluids</b> <i>Production, storage and transport on site, use, handle or dispensing. (&gt;1 gallon of flammable, &gt;60 gallons of inert, &gt;10 gallons of oxidizing material and any amount of material that is a physical/health hazard)</i>		
<b>105.6.11 Cutting and welding</b>		
<b>105.6.12 Dry cleaning plants</b> <i>Engage in the business of dry cleaning or to change to a more hazardous cleaning solvent.</i>		
<b>105.6.13 Exhibits and trade shows</b> <i>Describe the type of vendors present and any expected hazardous operations (vehicle display, cooking etc.)</i>		
<b>105.6.14 Explosives</b> <i>Manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic effects.</i>		
<b>105.6.15 Fire hydrants and valves on premises</b> <i>Use of or access to fire hydrants or valves intended for fire suppression purposes.</i>		
<b>105.6.16 Flammable and combustible liquids</b> <i>Storage &amp; handling of Class I liquids &gt;5gallons, Class II/III liquids &gt;25 gallons including above ground tanks, diesel generators, safety cans etc.</i>		
<b>105.6.17 Floor finishing</b> <i>Floor finishing or surface operations exceeding 350 square feet using Class I or II liquids.</i>		
<b>105.6.18 Fruit and crop ripening</b> <i>Fruit or crop ripening using ethylene gas.</i>		
<b>105.6.19 Fumigation and thermal insecticidal fogging</b> <i>Storage of flammable or toxic fumigants for the purpose of fumigation.</i>		
<b>105.6.20 Hazardous materials</b> <i>Any site storage, dispensing or use and handling of hazardous materials</i>		
<b>105.6.21 Hazardous production material (HPM) facilities</b> <i>Hazardous materials used to produce materials or stored on site.</i>		

**CHANGE OF USE/CHANGE OF OWNERSHIP  
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.

ACTIVITY OR USE	APPLICABLE	DESCRIPTION/QUANTITY
<b>105.6.22 High-piled or rack storage of material</b> <i>Storage configurations exceeding 500 square feet</i>		
<b>105.6.23 Hot work operations</b> <i>Public exhibition demonstrations, portable equipment in a structure, fixed site equipment, conducted in a hazardous area, application of roof coverings.</i>		
<b>105.6.24 Industrial ovens</b> <i>Use of the oven used for, fuel source, size, use of special atmosphere.</i>		
<b>105.6.25 Lumber yards and woodworking plants</b> <i>Storage and processing of lumber exceeding 100,000 board feet.</i>		
<b>105.6.26 Liquid- or gas-fueled vehicles or equipment in assembly buildings</b> <i>Displaying, operating or demonstrating liquid or gas fueled equipment/vehicles in assembly buildings</i>		
<b>105.6.27 Liquid Propane-gas</b> <i>Storage and use of propane gas in containers; size of container and product use.</i>		
<b>105.6.28 Magnesium</b> <i>Melting, casting heat treating or grinding &gt;10 pounds of magnesium.</i>		
<b>105.6.29 Miscellaneous combustible storage &gt;2,500 cubic feet</b> <i>Empty packing cases, boxes, barrels etc., rubber tires, rubber, cork or similar combustible materials.</i>		
<b>105.6.30 Open burning</b> <i>Kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground.</i>		
<b>105.6.31 Open flames and torches</b> <i>Removal of paint with a torch or using a torch/open flame device in hazardous fire area.</i>		
<b>105.6.32 Open flames and candles</b> <i>Assembly areas, dining areas of restaurants/drinking establishments.</i>		
<b>105.6.33 Organic coatings</b> <i>Production of greater than 1 gallon.</i>		
<b>105.6.34 Places of assembly/exhibition hall</b> <i>Size of the room/building; use of tables, chairs etc.</i>		
<b>105.6.36 Pyrotechnic special effects material</b> <i>Any special effects of light, noise or can obstruct a means of egress.</i>		
<b>105.6.37 Pyroxylin plastics</b> <i>&gt;25 lbs. of cellulose nitrate; assembly/manufacture using this material.</i>		
<b>105.6.38 Refrigeration equipment</b> <i>What is the equipment use for, size of equipment and type of refrigerant.</i>		
<b>105.6.39 Repair garages and motor fuel-dispensing facilities</b> <i>Type of equipment repaired; private or open to the public dispensing.</i>		
<b>105.6.40 Rooftop heliports</b> <i>Purpose of the heliport and expected frequency of use.</i>		
<b>105.6.41 Spraying or dipping using flammable/combustible liquids</b> <i>What is the purpose of the operation; expected quantity of liquids on hand</i>		
<b>105.6.42 Storage of scrap tires and tire byproducts</b> <i>Storage of scrap tires/tire byproducts exceeding 2,500 cubic feet.</i>		
<b>105.6.43 Temporary membrane structures, tents and canopies</b> <i>Expected use of the facility.</i>		
<b>105.6.44 Tire-rebuilding plants</b> <i>Type of equipment used and processes used for rebuilding.</i>		
<b>105.6.45 Waste handling</b> <i>Wrecking yard, junk yards and waste material handling facilities.</i>		
<b>105.6.46 Wood products</b> <i>Storage of wood chips, lumber/plywood &gt; 200 cubic feet.</i>		



Village of Tinley Park  
 16250 S. Oak Park Avenue, Tinley Park, IL 60477  
 Phone (708) 444-5000/Fax (708) 444-5099

**APPLICATION FOR BUSINESS LICENSE**

Business Renewal     New Owner     New Business - Prospective Opening Date \_\_\_\_\_

Business Name \_\_\_\_\_ D/B/A \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Corporate Name (if applicable) \_\_\_\_\_

Corporate Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Corporate Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

*Alternate Mailing Address (if different from above):*

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal Business Activity \_\_\_\_\_

Briefly describe your business \_\_\_\_\_

Secondary Business Activity \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Illinois Retail Occupation Tax Number (IBT) \_\_\_\_\_

SIC Code \_\_\_\_\_ NAICS Code \_\_\_\_\_

Number of Employees \_\_\_\_\_ Number of Seats (if applicable) \_\_\_\_\_

Does the business serve or sell food products?    |    YES    |    NO

If YES, please provide the following:

<u>Name of Sanitation License Holder</u>	<u>License Number</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does the business sell cigarettes  YES  NO    If YES, please indicate which type:  Over the Counter  Machine

Does the business operate coin operated vending machines?  YES  NO

If YES, please provide the following: Type of Amusement/Vending Machine Quantity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the business own the amusement/vending machines?  YES  NO

If NO, please provide the following: Name of the vendor: \_\_\_\_\_

Vendor phone # \_\_\_\_\_

Square footage \_\_\_\_\_

Type of business entity:

Sole Proprietorship

Partnership

C-Corporation

S-Corporation

Non-Profit

LL-Partnership

LL-Corporation

Business Owner: Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

**Emergency Contacts (list contacts in order of priority)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Are the Business Premises Leased?  YES  NO

If YES, Property Owner/Management Information:  Property Owner  Property Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Do you store hazardous materials on your business site?

YES

NO

If YES, type of materials: \_\_\_\_\_

If applicable, please submit completed MSDS sheet and return with application.

**For New Applications**

**New Construction:** Requires a Certificate of Occupancy being granted prior to business license being issued.

**Existing Building:** Change of Use Inspection need to be scheduled and Certificate of Occupancy needs to be granted prior to business license being issued.

**A BUSINESS MAY BE REQUIRED TO CARRY MULTIPLE LICENSES**

I understand the issuance of this license is conditional upon compliance with all Village Ordinances, State & Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. I hereby authorize the Village of Tinley Park by its agents to make inquiries into my character, credit and background, in order to approve or deny this license application. I have read this application and answered all questions fully. The information I have submitted in this application is complete and truthful to the best of my knowledge. This information will be kept confidential to the extent permitted by law.

FEE MUST ACCOMPANY THIS APPLICATION

TOTAL FEE ENCLOSED \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee Received \$ \_\_\_\_\_ Date: \_\_\_\_\_

Period Covered:

Full year

Partial

**VILLAGE OF TINLEY PARK - BUSINESS LICENSE FEES**  
**PLEASE CHECK ALL THAT APPLY**

**Business Based on Square Footage**

- 1 - 1,500 sq. ft. \$ 35.00
- 1,501 - 3,000 sq. ft. \$ 60.00
- 3,001 - 6,000 sq. ft. \$ 80.00
- 6,001 - 9,000 sq. ft. \$100.00
- 9,001 - 12,000 sq. ft. \$130.00
- 12,001 - 15,000 sq. ft. \$150.00
- 15,001 - 20,000 sq. ft. \$170.00
- 20,001 - 30,000 sq. ft. \$200.00
- 30,001 - 40,000 sq. ft. \$240.00
- 40,001 - 60,000 sq. ft. \$300.00
- 60,001 - 80,000 sq. ft. \$370.00
- 80,001 and over \$450.00

**Gas Station**

- \$75.00 annually, for up to four pumps  
 \$ 5.00 for each additional pump  
 plus car wash  
 plus square footage for retail sales

**Annual Fees**

- Archery Range \$ 50.00 plus square footage
- Car Wash (Automatic / Self Serve) \$100.00
- Cigarette & Tobacco Dealer \$ 45.00 plus square footage
- Currency Exchange \$ 40.00
- Dance Hall \$ 50.00
- Dance School or Music Studio \$ 40.00
- Day Care Center (less than 100 enrollment) \$ 60.00
- Day Care Center (over 100 enrollment) \$100.00
- Dry Cleaner \$100.00
- Firearm Dealer \$250.00
- Flea Market \$400.00
- Fuel Oil Dealer - Storing or Selling \$ 50.00 plus \$10.00 per vehicle
- Funeral Director / Funeral Home \$100.00
- Go Cart Track \$100.00
- Golf Course (Public / Private) \$100.00 plus square footage on buildings
- Golf Practice / Driving Range \$ 50.00 plus square footage on buildings
- Hospital / Immediate Care Center \$100.00 plus \$3.00 per bed
- Hotel / Motel \$ 40.00 plus \$5.00 each unit
- House Mover \$ 50.00
- Kiddy-Land Amusement Park \$ 50.00
- Limousine \$ 50.00
- Livery Stable \$100.00
- Miniature Golf Course \$ 50.00
- Nursing Home (up to 99 beds) \$110.00
- Nursing Home (100-149 beds) \$150.00
- Nursing Home (over 150 beds) \$200.00
- Pawn Broker \$200.00
- Petroleum Products - Bulk Storage \$100.00
- Public Weigh Master \$ 40.00
- Ready Mix Plants \$ 50.00
- Rooming House \$ 40.00
- Scavenger \$300.00
- Theaters (Indoor / Outdoor) \$400.00
- Travel Agency \$ 40.00
- Taxi Cabs \$150.00
- Towing \$200.00 plus square footage
- Valet \$100.00



# **VILLAGE OF TINLEY PARK - BUSINESS LICENSE FEES**

## **PLEASE CHECK ALL THAT APPLY**

	<b><u>Qty.</u></b>	<b><u>Total Amt.</u></b>
<b><u>Coin Operated Devices</u></b>		
Amusement Devices / Video Games		\$ 50.00 per machine
Cigarette Machines		\$ 40.00 per machine
Food / Beverage / Ice Dispensers		
10 cents or less		\$ 5.00 per machine
11 cents or more		\$ 20.00 per machine
<input type="checkbox"/> Laundromats		\$ 2.50 per machine
<input type="checkbox"/> Music Devices / Juke Boxes		\$ 50.00 per machine
<input type="checkbox"/> Scales		\$ 5.00 per machine
<input type="checkbox"/> All Other Vending Machines		\$ 15.00 per machine
<b><u>Other</u></b>		
<input type="checkbox"/> Ambulance Service		\$ 30.00 per vehicle, plus square footage
<input type="checkbox"/> Athletic Exhibitions		\$ 50.00 per day
<input type="checkbox"/> Auctioneer		\$ 15.00 per auctioneer / per day
<input type="checkbox"/> Auto Dry Cleaning Machine		\$ 25.00 per machine
<input type="checkbox"/> Billiard & Pool Tables		\$ 50.00 per table
<input type="checkbox"/> Bowling Alley		\$ 15.00 per lane (alley)
<input type="checkbox"/> Carnivals		\$100.00 per day
<input type="checkbox"/> Circus		\$200.00 per day
<input type="checkbox"/> Circus sideshow & concessions		\$ 10.00 each per day
<input type="checkbox"/> Dance open to the public		\$ 50.00 each dance
<input type="checkbox"/> Dry Cleaning Machine for public use		\$ 25.00 per machine
<input type="checkbox"/> Fireworks (Outdoor)		\$500.00 (exempt: park districts, government organizations)
<input type="checkbox"/> Food Dealer (Mobile / Temporary)		\$ 35.00 per vehicle / per booth
<input type="checkbox"/> Junk / Salvage Dealer		\$ 10.00 per vehicle, plus square footage
<input type="checkbox"/> Laundromats		\$ 2.50 per machine
<input type="checkbox"/> Liquidation Sales		\$ 10.00 per sale, plus inventory
<input type="checkbox"/> Menageries (Petting Zoo)		\$ 20.00 per day
<input type="checkbox"/> Pyrotechnics (Indoor)		\$500.00
<input type="checkbox"/> Skating Rinks		\$100.00 per rink

VILLAGE OF TINLEY PARK  
COMMERCIAL/INDUSTRIAL PERMIT APPLICATION

16250 Oak Park Avenue, Tinley Park, IL 60477  
(708)444-5100 Fax (708)444-5199

Date of Application: \_\_\_\_\_ Permit Number BL - \_\_\_\_\_

Project Address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_

Parcel/Real Estate Tax (PIN)# \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning \_\_\_\_\_

Name of New Business Occupying Space: \_\_\_\_\_ Phone \_\_\_\_\_

Owner of Property \_\_\_\_\_ Phone \_\_\_\_\_

Project Description \_\_\_\_\_

Cost of Project (Valuation) \_\_\_\_\_

Square Footage: Office \_\_\_\_\_ Retail \_\_\_\_\_ Warehouse \_\_\_\_\_

Water Meter Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Water Tap Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Number of Fire Sprinkler Heads Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

# of Regular Parking Spaces \_\_\_\_\_ # of Handicap Spaces \_\_\_\_\_

Estimated Maximum Patron Occupants \_\_\_\_\_ Estimated Maximum Employee Occupants \_\_\_\_\_

**CONTRACTOR INFORMATION: PLEASE PROVIDE NAME AND ADDRESS**

General \_\_\_\_\_ Phone \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

Carpentry \_\_\_\_\_ Phone \_\_\_\_\_

Concrete \_\_\_\_\_ Phone \_\_\_\_\_

Drywall/Lathing \_\_\_\_\_ Phone \_\_\_\_\_

Electric \_\_\_\_\_ Phone \_\_\_\_\_

Excavator \_\_\_\_\_ Phone \_\_\_\_\_

Fire Alarm \_\_\_\_\_ Phone \_\_\_\_\_

Fire Suppression \_\_\_\_\_ Phone \_\_\_\_\_

HVAC \_\_\_\_\_ Phone \_\_\_\_\_

Masonry \_\_\_\_\_ Phone \_\_\_\_\_

Paving \_\_\_\_\_ Phone \_\_\_\_\_

Plumbing \_\_\_\_\_ Phone \_\_\_\_\_

Roofing \_\_\_\_\_ Phone \_\_\_\_\_

Sewer \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Phone \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

Please check if Applicant is Owner \_\_\_\_\_ or Contractor \_\_\_\_\_

## FIRE PREVENTION/PROTECTION SYSTEM

Submission for a Fire Suppression/Protection System permit requires five (5) sets Engineered Fire Suppression/protection System plans with completed **permit application submitted to the Fire Department at 17355 South 68th Court, Tinley Park, IL 60477.**

Plans may require review by an outside agency. Once plan review is complete a letter will be sent for approval.

**VILLAGE OF TINLEY PARK  
FIRE ALARM  
PERMIT APPLICATION**



Tinley Park Building Department  
16250 Oak Park Avenue  
Tinley Park, IL 60477  
(708)444-5100 Fax (708)444-5199



Tinley Park Fire Prevention Bureau  
17355 S. 68<sup>th</sup> Court  
Tinley Park, IL 60477  
(708)444-5200 Fax (708)444-5299

**SUBMIT FIVE (5) SETS OF PLANS**

Date of Application: \_\_\_\_\_

**For Internal Use  
Permit #: FD -**

1. **Project Type:**  NEW INSTALLATION  ALTERATION TO AN EXISTING SYSTEM
2. **Project Address:** \_\_\_\_\_
3. **Name of Business Occupying Space:** \_\_\_\_\_
4. **Project Description:**  Single-Family  Multi-Family  Commercial Other: \_\_\_\_\_
5. **Types of devices to be installed:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Alarm Panel			
Manual Pull Stations			
Strobes			
Horn/Strobes			
Smoke Detectors			
Duct Smoke Detectors			
Heat Detectors			
Valve Tamper			
Water Flow			
Fire Alarm Wire			
Other (explain)			

6. **Cost of Installation:** \_\_\_\_\_
7. **Name of Fire Alarm Company/Electrical Contractor:** \_\_\_\_\_
8. **E-Mail Address:** \_\_\_\_\_
9. **DPR State License #:** \_\_\_\_\_
10. **Address:** \_\_\_\_\_
11. **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_
12. **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_
13. **Person/telephone number responsible @ jobsite:** \_\_\_\_\_
14. **Applicant Name/Signature:** \_\_\_\_\_

Submit copy of State License and proof of liability insurance with Permit Application  
(Minimum \$1,000,000; Illinois Department of Financial & Professional Regulation)

**VILLAGE OF TINLEY PARK  
FIRE PROTECTION  
PERMIT APPLICATION**



Tinley Park Building Department  
16250 Oak Park Avenue  
Tinley Park, IL 60477  
(708)444-5100 Fax (708)444-5199



Tinley Park Fire Prevention Bureau  
17355 S. 68<sup>th</sup> Court  
Tinley Park, IL 60477  
(708)444-5200 Fax (708)444-5299

**SUBMIT FIVE (5) SETS OF PLANS**

**Date of Application:** \_\_\_\_\_

<b>For Internal Use</b> <b>Permit #: FD -</b> _____
--

1. **Project Type:**
  - a.  NEW INSTALLATION                       ALTERATION TO AN EXISTING SYSTEM
  - b.  WATER-BASED SYSTEM    FIXED EXT. SYSTEM    CLEAN AGENT    OTHER
2. **Installation/alteration of underground water service?**  Y    N
  - a. If yes, Size of Service: \_\_\_\_\_ Inches

3. **Project Address:** \_\_\_\_\_

4. **Name of Business Occupying Space:** \_\_\_\_\_

5. **Project Description:**  Single-Family    Multi-Family    Commercial   Other: \_\_\_\_\_

6. **Types of devices to be installed for water-based systems:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Sprinkler Piping Mains			Schedule:
Sprinkler Piping Lines			Schedule:
Dry/Preaction Valve			
RPZ Device			
Tamper Devices			
Water Flow			
Other (explain)			

7. **Cost of Installation:** \_\_\_\_\_

8. **Name of Fire Protection Contractor:** \_\_\_\_\_ **State License #:** \_\_\_\_\_

9. **E-Mail Address:** \_\_\_\_\_

10. **Address:** \_\_\_\_\_

11. **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

12. **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

13. **Person/telephone number responsible @ jobsite:** \_\_\_\_\_

14. **Name of NICET Person / Engineer on Staff:** \_\_\_\_\_

15. **Applicant Name/Signature:** \_\_\_\_\_

Submit copy of State License, proof of liability insurance as required on OSFM Contractor Information Sheet

VILLAGE OF TINLEY PARK, ILLINOIS  
**PERMANENT SIGN PERMIT APPLICATION**

**The following items must be submitted with this application:**

- One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- One (1) color rendering of the sign as it is proposed on the building or on the property.
- An aerial photograph, current Plat of Survey, and/or Site Plan with the sign location marked.
- A copy of written consent from the owner of the building or land on which the sign is to be erected.
- UL Listing or documentation from a nationally-recognized testing laboratory.
- Completed Sign Information Page for each sign.

**APPLICANT & BUSINESS INFORMATION**

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Applicant's Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Person to Call When Permit is Ready: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name of Business Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Management Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Management Company Address: \_\_\_\_\_  Not Applicable

**CONTRACTOR INFORMATION**

Sign Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Sign Installer Address: \_\_\_\_\_  
Electrician: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Electrician Address: \_\_\_\_\_  Not Applicable  
Masonry Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Masonry Installer Address: \_\_\_\_\_  Not Applicable  
Concrete Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Concrete Installer Address: \_\_\_\_\_  Not Applicable

\*\*\* ATTACH SIGN INFORMATION PAGE FOR EACH SIGN \*\*\*

**PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE AND THAT THE  
PROPOSED SIGNAGE MEETS ALL APPLICABLE VILLAGE CODES BEFORE SIGNING.**

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

VILLAGE OF TINLEY PARK, ILLINOIS  
PERMANENT SIGN PERMIT APPLICATION: SIGN INFORMATION PAGE

**SIGN INFORMATION**

Please provide the following information for each sign. Copy this page as needed.

Sign # \_\_\_\_\_ of \_\_\_\_\_ (total quantity of signs) Estimated Cost of Sign: \_\_\_\_\_

Sign Location:  On Building (wall/façade)  On Property (freestanding)  On Building (window/door)  Other Location: \_\_\_\_\_

Notes on Sign Location: \_\_\_\_\_

Sign Height: \_\_\_\_\_ Sign Length: \_\_\_\_\_ Sign Weight (lbs.): \_\_\_\_\_

*Freestanding Signs Only:* Total Sign Height: \_\_\_\_\_ Landscaping at Base (sq.ft.): \_\_\_\_\_

Sign Face Area (sq.ft.): \_\_\_\_\_ Tenant's Gross Floor Area (sq.ft.): \_\_\_\_\_

Tenant's Building Frontage (ft.): \_\_\_\_\_ Tenant's Lot Frontage (ft.): \_\_\_\_\_

Sign Text: \_\_\_\_\_

Sign Colors: \_\_\_\_\_

Sign Materials: \_\_\_\_\_

Illumination?  None  Yes: \_\_\_\_\_

Type of Anchor(s) Used to Support Sign: \_\_\_\_\_

Type of Material that Sign is Being Anchored To: \_\_\_\_\_

Office Use Only:

Zoning District: \_\_\_\_\_

Sign Type: \_\_\_\_\_

Variance?  No  Yes: \_\_\_\_\_

Change to Nonconforming Sign?  No  Yes: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received:

Permit Number:

## VILLAGE OF TINLEY PARK, ILLINOIS TEMPORARY SIGN PERMIT APPLICATION

### The following items must be submitted with this application:

- One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- One (1) color rendering of the sign as it is proposed on the building or on the property.
- An aerial photograph, current Plat of Survey, or site plan with the sign location marked.
- A copy of written consent from the owner of the building or land on which the sign is to be erected.

### APPLICANT & BUSINESS INFORMATION

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Applicant's Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Person to Call When Permit is Ready: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name of Business Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Management Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Management Company Address: \_\_\_\_\_  Not Applicable

### CONTRACTOR INFORMATION

Sign Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Sign Installer Address: \_\_\_\_\_

### SIGN INFORMATION

Sign Type:  Banner  Flag  Other: \_\_\_\_\_  
Sign Location:  On Building (wall/façade)  On Property (ground)  Other: \_\_\_\_\_  
Quantity of Signs: \_\_\_\_\_ Sign Length: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Total Sign Height: \_\_\_\_\_  
Estimated Cost of Sign(s): \_\_\_\_\_ (ground signs only)  
Tenant's Building Frontage: \_\_\_\_\_ Tenant's Square Footage: \_\_\_\_\_  
Sign Square Footage: \_\_\_\_\_ Sign Materials: \_\_\_\_\_  
Sign Colors: \_\_\_\_\_ Sign Text: \_\_\_\_\_

Sign Display Start Date: \_\_\_\_\_  
Sign Display End Date: \_\_\_\_\_

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