



Development Services Department
10987 Main Street • Huntley, Illinois 60142 • 847-515-5252
www.huntley.il.us

COMMERCIAL OCCUPANCY ONLY PERMIT APPLICATION

CUSTOMER DATA

Name of Owner or Tenant _____ Subdivision _____ Lot No. _____
Property Address _____ County _____
Daytime Phone # _____ Email _____

PRIMARY CONTRACTOR INFORMATION – ATTACH LIST OF ADDITIONAL CONTRACTORS

Business Name _____ Contact _____
Address of Business _____
Phone # _____ Email _____

Contractor Type _____ Registration # _____

PROPOSED PROJECT DATA

CONSTRUCTION VALUE \$ _____ (Including Installation) Area _____ sq. ft.

Description of Work _____
(Ex: move-in only, flooring, painting, install shelving, display cases..)

Please supply the following:

- ☐ A detailed drawing of the space to be occupied with bathrooms, offices, electric, plumbing and exits
- ☐ A signed business registration application & \$25.00 application fee
- ☐ A signed occupancy check-list form
- ☐ A signed Police Key Holder form

Owner/Tenant Signature _____ Printed Name _____ Date _____

For Office Use Only

PERMIT NUMBER _____ DATE RECEIVED _____

TOTAL FEE _____ METHOD OF PAYMENT _____ RECEIVED BY _____

APPROVED BY _____ DATE: _____



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Commercial Occupancy Only Checklist

I CERTIFY THAT I HAVE READ AND RECEIVED A COPY OF THESE REGULATIONS AND WILL COMPLY WITH THESE REQUIREMENTS AND ALL OTHER APPLICABLE BUILDING CODES AND VILLAGE AMENDMENTS. I UNDERSTAND THAT INSPECTIONS WITH THE BUILDING INSPECTOR AND FIRE MARSHAL MUST BE SCHEDULED AND APPROVED BEFORE A CERTIFICATE OF OCCUPANCY AND BUSINESS LICENSE WILL BE ISSUED TO ME.

SIGNATURE

DATE

The following items will be inspected during your occupancy inspection. Please be sure the items below are verified and addressed PRIOR to scheduling your inspections. This is not an all-inclusive list.

Address

- Address is posted on outside of building; viewable from the public way (min. 4" letters)
- Tenant identification/address is on all exterior doors of multi-tenant buildings (i.e.-strip malls)

Construction Features

- All ceiling tiles in place (applicable to "drop ceilings")
- No holes in drywall of walls or ceilings

Electrical Equipment

- No extension cords are being used as permanent wiring
- No multiplug adapters are being used (a power strip with circuit breaker is acceptable)
- Electrical panel boxes, receptacles, and light switches have proper covers secured and/or are blanked
- Electrical circuit breakers are properly identified/labeled
- No storage blocking access to electrical panel box (36" clearance)

VILLAGE OF HUNTLEY

Occupancy Only Checklist

Exits and Egress

- Emergency lighting is operable on battery back-up
- Exit signs are illuminated (on battery back-up if applicable)
- All exits and exit aisles are clear of obstructions

Fire Extinguishers and Kitchen Extinguishing Systems

- Extinguisher is properly mounted on wall and is not obstructed from the public view
- There shall not be more than 75 feet of travel distance to a fire extinguisher
- Extinguisher has a current annual recertification tag
- Kitchen hood exhaust is free of grease and clean (if applicable)
- Kitchen hood exhaust extinguishing system recertification is current (if applicable)

Housekeeping

- Combustibles are not stored near a heating source (i.e.-furnace, water heater, etc.)
- Housekeeping is orderly inside and outside building
- No storage within 18" (vertically) of sprinkler heads
- No storage within 20" of ceiling in non-sprinkler buildings
- Compressed gas cylinders are secured

Fire Alarm System

- Pull stations are not obstructed from view or access
- Fire alarm system is operable and annual testing is current (proof of certification on site)

Fire Sprinkler System

- o Sprinkler system is operable and annual testing is current (proof of certification on site)

Inspection Requirements

- Occupancy-only inspection with the Building Inspector and Fire Marshal

Inspection Scheduling

The occupancy permit number is required in order to schedule an inspection. All inspections must be scheduled by calling (847) 515-5252 by **2:00 pm** 48 hours prior to the intended inspection. If the inspectors fail your inspection you are required to make the needed corrections and call to schedule a re-inspection.

Permit Requirements

A building permit will be required for any construction or demolition. If the inspectors inform you that a building permit will be needed during the occupancy inspections, please contact the building department for information on obtaining a commercial building permit.