

**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 \$50.00. This fee is non-refundable. 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: (Attachment A)

- 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

Please provide the following: (Attachment B)

- Indicate potential occupancies and hazards on the premises/property
- Briefly describe operational scope

LEASING TENANT SPACE
PLEASE COMPLETE ALL ITEMS ON CHECKLIST

Please provide a company description to determine an appropriate zoning district. Describe the products and/or services of your business. Please include a list of 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.

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 perform “Massage” or “Massage Therapy” services as defined by the Village of Tinley Park Ordinance No.

2015-O-060?

- No
- Yes (attach and include all information, plans, details, and information related to the operating requirements of the ordinance. In addition, a Business License, a Massage Establishment Special Use Permit is required. Forms are available at www.tinleypark.org. Please contact the Planning Department at (708) 444-5100 for questions related to this process.

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 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 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 ensure that ALL requested information above is provided. Incomplete Forms cannot be accepted.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

ATTACHMENT A

ALL TENANTS OCCUPYING BUILDING

If there are more than (4) tenants occupying the building, please provide tenant business name, type of business, and the hours of operation on a separate piece of paper, labeled "Attachment A – CONT."

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 _____

ATTACHMENT B

CHANGE OF USE/CHANGE OF OWNERSHIP OCCUPANY AND HAZARD IDENTIFICATION WORKSHEET

Please specify if any of the listed activities will be conducted on-site and briefly explain their operational scope. Use "N/A" for activities that are not applicable. Ensure no rows are left blank.

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

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