

City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Phone 847.432.0808 Fax 847.926.8885
email Building@Cityhpil.com

Letter of Intent for Occupancy

Form is required to be filled out in situations where:

- An existing business is changing ownership.
- A new business is opening for the first time.
- An existing business is relocating
- An existing business is changing ownership

\$150 Non-Refundable Filing Fee

Please note: The City of Highland Park is happy to assist prospective business owners in completing all documents needed to successfully open a business in Highland Park. Please complete this form and turn it into the Building Division with the \$150 inspection fee; at that time your required inspections will be scheduled. Inspections are performed to confirm that the space is code compliant. Please be advised all inspections must pass prior to occupancy of the space. At that time a Certificate of Occupancy will be issued allowing you to move in. This is also an ideal time to ask questions if you will be remodeling or altering the space and what is required to do so. Once you receive your Certificate of Occupancy, please register your business with the Office of Business Development. For more information about Business Registration, please call the Office of Business Development at 847.926.1027, or visit them at City Hall, 1707 St Johns Avenue.

General Information:

Name of Proposed Business: _____

Retail Occupation Tax Number: _____

Address of Proposed Business: _____

Zoning District: _____

Name, Home Address & Phone # of New Tenant:

Name of Previous Tenant: _____

Name, Home Address & Phone # of Property Owner:

The selling of food, alcohol or tobacco will require one or more of the following licenses:

Lake County Health Department Approval	<input type="checkbox"/> On File	<input type="checkbox"/> Needed
Highland Park Food Dispenser License	<input type="checkbox"/> On File	<input type="checkbox"/> Needed
Tobacco Sales License	<input type="checkbox"/> On File	<input type="checkbox"/> Needed
Liquor License	<input type="checkbox"/> On File	<input type="checkbox"/> Needed

Briefly describe any changes that will be made to the exterior: (please note that permits may be required; contact the Building Division)

Signs: _____

Parking: _____

Landscaping _____

Refuse: _____

Façade Remodeling: _____

Briefly describe any changes that will be made to the interior: (please note that permits may be required; contact the Building Division)

Remodeling: _____

Electrical: _____

Plumbing: _____

Will a basement be used? _____

Site Specific Information:

Gross Square Foot Area of Space to be used: _____

Gross Floor Area of Storage Space: _____

Number of Employees: _____

Date of Planned Opening: _____

What Type of Equipment will be used in Conjunction with the Occupancy? _____

What Type of Flammables will be used? _____

Maximum Occupant Load _____

*** (Architect's Calculation Must Be Received Prior To Issuance of Certificate of Occupancy)***

Name of Proposed Use as Shown in the Table of Permitted and Conditional Uses, Article IV,

Chapter 150 (available on the City website under City Code): _____

Describe Proposed Business: _____

I/We, the undersigned, agree to comply with all the ordinances of the City of Highland Park. I/We agree to obtain and submit all required permits and plans, call for all required inspections, request a final inspection 72 hours in advance of opening, and obtain a Certificate of Occupancy from the Building Department prior to opening for business.

Signature of Applicant: _____ Date: _____