



Commercial: Change of Business Ownership:

1. The Building Division is committed to providing assistance to prospective business Owners/Tenants in completing the requirements for establishing or relocating a business in the City. A change in business Ownership of commercial tenant space requires obtainment of a Certificate of Occupancy. An initial step will be to verify whether the proposed business type is an allowable use within the Zoning District, and other applicable zoning regulations. For questions please call the Planning Division at (847) 432-0867.
2. Design Review approval is typically required for new non-single family construction, building modifications, lighting, landscaping, sign variations and other activities impacting the built environment of the City of Highland Park. The Plan and Design Commission is responsible for all design review in the City. For more information about Design Review, the Plan and Design Commission, or to determine whether scope of work requires a Design Review, please call the Planning Division at (847) 432-0867
3. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
4. Certificate of Occupancy Submittal Requirements-
 - a. Letter of Intent for Occupancy (LOI) form (with Owner's signature/date), complete with information about the type of business and any scope of work. Upon submittal of the LOI form, the business Owner/Tenant will be contacted by the Building Division- Inspections, to schedule an LOI inspection.
 - i. Inspectors shall be dispatched to perform inspections of existing commercial tenant space or property, for code compliance.
 - ii. Any existing code non-compliance issues shall be corrected, with obtainment of applicable scope of work permit/s, and follow-up inspection/s completed, prior to issuance of a Certificate of Occupancy.
 - b. Food establishments-
 - i. Lake County Health Department permit and inspection is required, prior to issuance of a Certificate of Occupancy- see Lake County Health Department website www.lakecountyil.gov, Departments/Offices.
5. Issuance of a Certificate of Occupancy is required prior to obtainment of other applicable City of Highland Park business licenses. For business license questions, please call the City Clerk at (847) 926-1034