



# City of Highland Park

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

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## 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

\$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	On File	Needed
Highland Park Food Dispenser License	On File	Needed
Tobacco Sales License	On File	Needed
Liquor License	On File	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: \_\_\_\_\_