

**VILLAGE OF HUNTLEY**

10987 Main Street, Huntley, IL 60142  
Phone: 847-515-5252 Fax: 847-515-5241

**ANNUAL BUSINESS REGISTRATION/RENEWAL APPLICATION**

**Name of Business:** \_\_\_\_\_

Business Address: \_\_\_\_\_

IL State Tax ID: \_\_\_\_\_

City: \_\_\_\_\_

Sq. Footage: \_\_\_\_\_ # of Employees: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Bathrooms: \_\_\_\_\_ # of Exits: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Water Service Account #: \_\_\_\_\_

Email: \_\_\_\_\_

**Detailed Description of Business:** \_\_\_\_\_

Date Founded: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ Days of Operation: \_\_\_\_\_

**Home-based businesses please answer:**

Will the home occupation be clearly incidental? \_\_\_\_\_

Will there be extra vehicles based out of your home? \_\_\_\_\_

How many employees (other than immediate family) will be employed? \_\_\_\_\_

Will there be stock-in-trade displayed or sold from the premises? \_\_\_\_\_

Will there be storage of any kind relative to the business? \_\_\_\_\_

If yes, please describe materials and location: \_\_\_\_\_

Does your business deal with food products? \_\_\_\_\_

If yes, please provide a copy of your license or sanitation certificate from the County Health Department

Does your business require the keeping or care of humans, animals, birds or reptiles? \_\_\_\_\_

**If you have vending machines, please answer:**

# of coin operated amusement machines? \_\_\_\_\_ Location: \_\_\_\_\_

# of coin operated vending machines? \_\_\_\_\_ Location: \_\_\_\_\_

# of delivery vehicles? \_\_\_\_\_

**If you're opening a restaurant, please answer:**

What is the seating capacity of your restaurant? \_\_\_\_\_

Will you be delivering food to customers? \_\_\_\_\_

**Owner/Billing Name, Address & Ph. Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Manager Name, Address & Ph. Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

(To be signed by the owner above)

**Printed Signature:** \_\_\_\_\_

**Date of Signature** \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE BELOW THIS LINE**

Registration #: \_\_\_\_\_

Issuance Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

To Whom: \_\_\_\_\_



Development Services Department  
10987 Main Street • Huntley, Illinois 60142 • 847-515-5252  
[www.huntley.il.us](http://www.huntley.il.us)

## 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

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### 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.



# HUNTLEY POLICE DEPARTMENT



The Huntley Police Department is updating our emergency contact information. Please provide the following information for your business. This information will be used by police and emergency personnel only.

**Please return this form to the Police Department within 5 business days.**

Mail or Drop Off

Huntley Police Department  
10911 Main St  
Huntley IL 60142

Email

policerecords@huntley.il.us

Fax

847-669-0324

Also, if there are any changes that occur at your business throughout the year please provide us with the updated information immediately so prompt notification can be made in case of an emergency.

If you have any questions, please contact the Records Department at (847) 515-5311.

### BUSINESS INFORMATION

<b>Business Name:</b>	<b>Business Phone:</b>
<b>Business Address:</b>	<b>Business Email:</b>

### KEY HOLDER INFORMATION

KEY HOLDER 1	<b>Name:</b>	<b>Home Phone:</b>
	<b>Cell Phone:</b>	<b>Email:</b>
KEY HOLDER 2	<b>Name:</b>	<b>Home Phone:</b>
	<b>Cell Phone:</b>	<b>Email:</b>
KEY HOLDER 3	<b>Name:</b>	<b>Home Phone:</b>
	<b>Cell Phone:</b>	<b>Email:</b>

### ALARM INFORMATION

<b>Alarm Company:</b>	<b>Alarm Company Phone:</b>
<b>Knox Box Location:</b>	

### ADDITIONAL INFORMATION

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