

Permit # \_\_\_\_\_

Inspection Date: \_\_\_\_\_

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 (Required)

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:

- 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

**LEASING TENANT SPACE**  
**PLEASE COMPLETE ALL ITEMS ON CHECKLIST**

Please provide a company description to determine appropriate zoning district. Describe the products and/or services of your business. Please include a list 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](http://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 the Mayor's office for an 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 insure that ALL Requested Information Above is Provided. Incomplete Forms cannot be accepted.**

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL TENANTS OCCUPYING BUILDING**

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 \_\_\_\_\_

**CHANGE OF USE/CHANGE OF OWNERSHIP  
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.

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

**CHANGE OF USE/CHANGE OF OWNERSHIP  
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.

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