VILLAGE OF TINLEY PARK, ILLINOIS
CHANGE OF USE/OWNER INFORMATION & APPLICATION
(Leasing and/or Purchasing Commercial Space/Property)

Congratulations. Welcome to Tinley Park. We are here to assist you.

Please Follow these Easy Steps:

- CONTACT THE ECONOMIC DEVELOPMENT DEPARTMENT REGARDING POTENTIAL BENEFITS
Your business may be eligible for special economic development benefits or incentives. Before you purchase/lease the property or begin construction please see attached information sheet and contact the Tinley Park Economic Development Department at (708) 444-5110 for more information.

- BEGIN THE CHANGE OF USE/OWNER PROCESS – APPLICATION PROCESS
A Change of Use or Change of Owner Permit is for businesses leasing a previously occupied commercial or industrial space or purchasing an existing business or property. We recommend before a lease or sale is complete, a Change of Use/Owner Application should be completed and returned to the Building Department for review to ensure the basic zoning criteria has been met. The fee for a Change of Use/Owner application is $30. If you have questions regarding this application, please contact the Building Department at (708) 444-5100.

Upon receiving a completed application and fee from a new/prospective owner or user, the Tinley Park Building Department will schedule an inspection for the space/property and Village inspectors will identify items that do not meet current codes. The property owner and/or tenant will be responsible to make the necessary improvements to any outstanding conditions prior to receiving a Certificate of Occupancy. In some cases, a Temporary or Conditional Certificate of Occupancy may be issued along with due dates for completion of bringing outstanding items up to code.

- SET UP INSPECTION
After receiving the completed Change of Use Permit Application, the Building Department will call to set up an inspection date. This inspection will be conducted by the Building, Plumbing, Electrical, Public Works, Planning, Fire Prevention, and Health (if applicable) inspectors. It is recommended that you, the current property owner/management company, and ideally your general contractor, are present for the inspection.

The inspectors will arrive between 8:00am and 12:00pm on the scheduled date and must have access to the utility room, especially if leased space is within a strip mall or multi-tenant building. These inspections will provide the potential lessee/buyer with a list of any code violations or repairs necessary to bring the property up to code. This information is usually important in the negotiations of a contract or lease.
Please note the following are some of the basic items reviewed by the Inspectors:

**BUILDING**

1. Restroom accessibility, grab bars, lavatory guards and placard.
2. Furnace and hot water tank may be required to be serviced by a licensed HVAC contractor.
3. Commercial kitchen, hood exhaust to be serviced and cleaned by qualified contractor, documentation required for re-inspection.
4. Restaurant - provide a floor plan if requested by the code official to include table and chair layout.
5. Accessible cash counter for mercantile and food service business.
6. Inspect existing bathroom exhaust and venter directly to the outdoors.
7. Building permits required for any proposed renovations and for all mechanical, electrical and plumbing (MEP) renovations.

**ELECTRIC**

1. All electrical outlets within six feet of open water shall be GFCI protected.
2. All existing electrical not being used must be removed.
4. All existing electrical outlets and lighting must be functional.
5. Electrical panel must have complete panel schedule, typed.

**PLUMBING:**

1. Checking for required fixtures in bathrooms and other areas requiring plumbing, ADA compliance, tempering valves for lavatory faucets
2. Checking for required backflow prevention devices on potable water supply, ice machines, coffee and soda dispensing machines, etc.
3. Insuring the installation of approved working expansion tanks on hot water heaters, atmospheric relief vents if required
4. Checking for required floor or slop sinks
5. Inspecting for non-compliant saddle or illegal tapped devices

**HEALTH (food establishments)**

1. Number of hand sinks and supplied (hot/cold water, soap, and paper towels)
2. Number of refrigerators/freezer and ensure they are at temperature
3. Ensure they have a 3 compartment sink or dish washer with proper sanitizer and test strips
4. A certified food handler
5. Tools for food safety such gloves, hair restraints, sanitizer, test strips, thermometer
6. Provide a copy of Illinois Department of Public Health Food Safety and Sanitation Managers certificates.
7. Will there be any changes made to the kitchen?
8. Will you be adding or removing any equipment?
9. Provide menu
PLANNING:

1. Signage (permanent, temporary, and window signs)
2. Landscaping
3. Parking Lot (size of spaces, striping, potholes, cracks, etc.)
4. Dumpster Enclosure (do they need one? If they have one, is it in good condition?)
5. And miscellaneous issues (no sidewalks, trash on the site, needs an alley dedication, etc.)

PUBLIC WORKS:

1. Ground wire on water meter is attached.
2. Does the unit have an RPZ or double check valve and is it currently certified.
3. Make sure the paperwork is attached to the device.
4. If there is no protection (RPZ or double check) determine if one is needed for the new business.

FIRE PREVENTION:

1. Ensuring adequate means of egress
2. Ensuring proper fire protection and fire alarm
3. Occupancy hazards and processes that may require a permit as identified in adopted codes (see attached)
4. Proper contact information; properly addressed (location and size)
5. Modifications or alterations of the space

**REVIEW YOUR INSPECTION REPORT LETTER**

Once this inspection is complete, a letter containing all corrections and/or code violations found will be sent to the applicant and current building/business owner. Some corrections may require a Building Permit.

**SUBMIT REQUEST FOR CERTIFICATE OF OCCUPANCY**

If you are still interested in occupying the space, you will have to complete the corrections and call for re-inspections. All inspectors will then conduct a final inspection, and pending any further corrections, a Certificate of Occupancy will be issued for your business and/or building, along with a Tinley Park Business License (if applicable).

**IF REMODELING, SUBMIT A BUILDING PERMIT REQUEST**

If you are interested in extensive remodeling, a Building Permit is required. Permits must be issued prior to any remodeling or additions that the new owner desires to complete. Plans submitted for permit should include all corrections contained in the inspection report letter. Because walls are often moved, this most often requires relocation of fire sprinkler heads. Fire Suppression/Alarm Permit Applications will be required to be submitted along with the Build-Out/Interior Remodel Permit Application. Following the final inspections of a remodel, a Certificate of Occupancy may be issued (if applicable).
BUILD - OUT/INTERIOR REMODEL PERMIT CHECKLIST

A completed Commercial/Industrial Permit Application including all contractor and/or subcontractor information.
A completed Emergency Contact Information sheet.
A Letter of Intent describing new occupant’s business practice.
A letter defining the scope of work.
Four (4) sets of floor plans, showing any building, HVAC, electric, plumbing work. If a water meter is already installed, please indicate placement. If a water meter is required, please indicate placement and size of the water meter.
Please indicate placement of fire sprinkler heads. If fire sprinkler heads will be relocated, fire protection plans are required. Three (3) sets of engineered plans of any fire suppression/protection system plans with completed permit application must be submitted to the Fire Department at 17355 S. 68th Court. Build-Out/Remodel Permits will not be released until the fire suppression/protection system permit has been submitted.
Four (4) copies of plans of the layout of furniture/shelving/tables, etc., placement must be submitted.
  • Provide calculations for occupancy load and door width capacities.
  • Provide calculations/documentation for aisle widths areas adjacent to seating.
At the Building Commissioner’s discretion, architectural stamped and signed plans may be required depending on the extent of work involved.

• PLEASE REVIEW CURRENT CODES

The Village of Tinley Park has approved the updates to our Building Codes to adapt to the International Code Council standards. These standards were approved on September 2, 2016 and can be referenced through Ordinance Number 2016-O-055. The ordinance includes updates to the following code sections:

Village of Tinley Park Building Code 2016
2012 International Building Code
2012 International Residential Code for One and Two Family Dwellings
2012 International Mechanical Code
2012 International Property Maintenance Code
2012 International Fuel Gas Code
2018 International Energy Conservation Code
2011 National Electric Code
2014 Illinois State Plumbing Code
2012 International Fire Code

• OBTAIN YOUR BUSINESS LICENSE

A Business License Application can be obtained at the Clerk’s Office or on the Village website by visiting http://www.tinleypark.org. The Business License Application may be completed and submitted at any time during the Change of Use/Owner process or Building Permit Application process. Please return the Business License Application to the Clerk’s Office located at the main entrance of Village Hall. If you have any questions concerning the Business License Application, please contact the Clerk’s Office at (708) 444-5000.
(Business License Application Attached)

- **BEGIN YOUR SIGNAGE PERMIT PROCESS – SIGN PERMITS ARE REQUIRED**
  Sign Permits are required for Permanent and/or Temporary Signage. If new signage is desired, a new business sign must be approved through the permit process. A sign permit is required for any changes to the monument sign, wall sign, and/or window sign. Sign regulations can be found within the Village of Tinley Park Zoning Ordinance. Sign Permit Applications can be obtained through the Building Department or on the Village website by visiting [http://www.tinleypark.org](http://www.tinleypark.org). If a wall sign is being added, the sign band area on the façade of the building must be repaired/repainted upon installation of a new sign. If the site has signage that does not meet current codes, it will have to be removed or altered to meet current codes.

Please note that temporary signs also require a sign permit. If the business owner would like to display temporary banners for special sales or events, please obtain a Temporary Sign Permit from the Building Department prior to displaying the temporary signs.  *(Sign Permit Application Attached)*

- **CHECK OUT THE VILLAGE WEBSITE FOR MORE INFORMATION ON APPLICATIONS & CODES**
  All applications and codes mentioned previously can be found on the Village of Tinley Park website by visiting [http://www.tinleypark.org](http://www.tinleypark.org) and navigating to the respective department’s webpages using the blue bar found near the top of each page. If you have any questions about how to find certain applications or codes, please call (708) 444-5100.
NEW INCENTIVES FOR DOWNTOWN TINLEY

The Time Has Never Been Better to Open a New Business or Expand an Existing Business in Downtown Tinley

One of Tinley Park’s key goals is to develop a signature downtown where residents can live, shop, dine and be entertained. To support this effort, the Village is offering the Oak Park Playbook - a series of five grants specifically designed to encourage Downtown Tinley business owners to invest in and improve their respective properties. Available programs include:

- Facade Improvement Grant
- Code Compliance Grant
- Sign Grant
- Retail Grant
- Landscape Grant

Interested entrepreneurs can download grant applications from the Village website at www.tinleypark.org/Playbook.

These programs, coupled with the new music brand and plaza that are soon to come, make Downtown Tinley the perfect place for your new or expanding business!

For more information, please contact: Community Development Department 708-444-5110 | phoban@tinleypark.org www.TinleyPark.org/Playbook

Tinley Park Illinois
Life Amplified
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 $30.00. 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):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone (Primary)</th>
<th>Phone (Secondary)</th>
<th>Email:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
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CURRENT PROPERTY OWNER INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone (Primary)</th>
<th>Phone (Secondary)</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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MANAGEMENT COMPANY INFORMATION (if applicable)

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<thead>
<tr>
<th>Name:</th>
<th>Phone (Primary)</th>
<th>Phone (Secondary)</th>
<th>Email:</th>
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<tr>
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INSPECTION CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Name of Person to Contact for Inspections:</th>
<th>Contact’s Affiliation with Business Owner or Property Owner:</th>
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<tbody>
<tr>
<td>Phone (primary)</td>
<td>Email:</td>
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SITE INFORMATION REQUIRED FOR PURCHASE OF PROPERTY AND/OR TENANT LEASING SPACE

<table>
<thead>
<tr>
<th>Name of Commercial Center (if applicable):</th>
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<tbody>
<tr>
<td>Major Tenant (largest space):</td>
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<tr>
<td>Number of tenants in entire building*</td>
</tr>
<tr>
<td>Square Footage of entire building:</td>
</tr>
<tr>
<td>Will there be modifications to the interior of the building?  ☐ No  ☐ Yes (permits required)</td>
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<tr>
<td>Total Number of Parking Spaces in entire lot:</td>
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<tr>
<td>Number of Handicap Parking Spaces in entire lot:</td>
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<tr>
<td>Will there be modifications to the parking lot?  ☐ No  ☐ Yes (permits required)</td>
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<tr>
<td>Will there be modifications to the landscaping on the site?  ☐ No  ☐ Yes (permits may be required)</td>
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</table>

*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 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 liquor be sold and/or consumed in the tenant space?
No
Yes (Liquor License is required. Please contact Mayor’s office for appointment at (708) 444-5000)
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: ________________

OFFICE USE ONLY:

Previous Tenant: ________________________________________________

Previous Use: _________________________________________________

Zoning District: ________________ Use(s) Are Permitted: □ Yes □ No

Reviewed by: ________________ Date Reviewed: ________________
### CURRENT TENANT LISTING

<table>
<thead>
<tr>
<th>Tenant Business Name</th>
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<tbody>
<tr>
<td>Type of Business</td>
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<tr>
<td>Hours of Operation</td>
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<td>Hours of Operation</td>
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<td>ACTIVITIES</td>
<td>APPLICABLE</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td><strong>105.6.1 Aerosol products</strong></td>
<td></td>
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<td><strong>105.6.2 Amusement buildings</strong></td>
<td></td>
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<td><strong>105.6.3 Aviation facilities</strong></td>
<td></td>
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<td><strong>105.6.4 Carnivals and fairs</strong></td>
<td></td>
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<td><strong>105.6.5 Cellulose nitrate film</strong></td>
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<td><strong>105.6.6 Combustible dust-producing operations</strong></td>
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<td><strong>105.6.7 Combustible fibers</strong></td>
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<td><strong>105.6.8 Compressed gases</strong></td>
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<td><strong>105.6.10 Cryogenic fluids</strong></td>
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<tr>
<td><strong>105.6.11 Cutting and welding</strong></td>
<td></td>
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<tr>
<td><strong>105.6.12 Dry cleaning plants</strong></td>
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<tr>
<td><strong>105.6.13 Exhibits and trade shows</strong></td>
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<tr>
<td><strong>105.6.14 Explosives</strong></td>
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<tr>
<td><strong>105.6.15 Fire hydrants and valves on premises</strong></td>
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<td><strong>105.6.16 Flammable and combustible liquids</strong></td>
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<td><strong>105.6.17 Floor finishing</strong></td>
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<tr>
<td><strong>105.6.18 Fruit and crop ripening</strong></td>
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<tr>
<td><strong>105.6.19 Fumigation and thermal insecticidal fogging</strong></td>
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<tr>
<td><strong>105.6.20 Hazardous materials</strong></td>
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<tr>
<td><strong>105.6.21 Hazardous production material (HPM) facilities</strong></td>
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<tr>
<td>ACTIVITY OR USE</td>
<td>APPLICABLE</td>
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<tr>
<td>105.6.22 High-piled or rack storage of material</td>
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<td>105.6.23 Hot work operations</td>
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<tr>
<td>105.6.24 Industrial ovens</td>
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<tr>
<td>105.6.25 Lumber yards and woodworking plants</td>
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<tr>
<td>105.6.26 Liquid- or gas-fueled vehicles or equipment in assembly buildings</td>
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<tr>
<td>105.6.27 Liquid Propane-gas</td>
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<td>105.6.28 Magnesium</td>
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<tr>
<td>105.6.29 Miscellaneous combustible storage &gt;2,500 cubic feet</td>
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<tr>
<td>105.5.30 Open burning</td>
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<td>105.5.31 Open flames and torches</td>
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<tr>
<td>105.6.32 Open flames and candles</td>
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<tr>
<td>105.6.33 Organic coatings</td>
<td></td>
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<tr>
<td>105.6.34 Places of assembly/exhibition hall</td>
<td></td>
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<tr>
<td>105.6.36 Pyrotechnic special effects material</td>
<td></td>
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<tr>
<td>105.6.37 Pyroxylin plastics</td>
<td>&gt;25 lbs. of cellulose nitrate; assembly/manufacture using this material.</td>
</tr>
<tr>
<td>105.6.38 Refrigeration equipment</td>
<td></td>
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<tr>
<td>105.6.39 Repair garages and motor fuel-dispensing facilities</td>
<td></td>
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<tr>
<td>105.6.40 Rooftop heliports</td>
<td></td>
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<tr>
<td>105.6.41 Spraying or dipping using flammable/combustible liquids</td>
<td></td>
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<tr>
<td>105.6.42 Storage of scrap tires and tire byproducts</td>
<td></td>
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<tr>
<td>105.6.43 Temporary membrane structures, tents and canopies</td>
<td></td>
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<tr>
<td>105.6.44 Tire-rebuilding plants</td>
<td></td>
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<tr>
<td>105.6.45 Waste handling</td>
<td></td>
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<tr>
<td>105.6.46 Wood products</td>
<td></td>
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</table>
APPLICATION FOR BUSINESS LICENSE

☐ Business Renewal  ☐ New Owner  ☐ New Business - Prospective Opening Date

Business Name ___________________________ D/B/A ___________________________

Address __________________________________ City __________________________ State ______ Zip ______

Business Phone # (____) __________________ Fax # (____) __________________

Email _______________________________ Website __________________________

Corporate Name (if applicable) ____________________________________________

Corporate Address __________________________________ City __________________________ State ______ Zip ______

Corporate Phone # (____) __________________ Fax # (____) __________________

Alternate Mailing Address (if different from above):

Address __________________________________ City __________________________ State ______ Zip ______

Principal Business Activity ___________________________________________

Briefly describe your business ___________________________________________

Secondary Business Activity ___________________________________________

Federal Tax Identification Number ________________________________________

Illinois Retail Occupation Tax Number (IBT) ________________________________

SIC Code ___________________________ NAICS Code ___________________________

Number of Employees _________  Number of Seats (if applicable) _____________

Does the business serve or sell food products?  YES ☐  NO ☐

If YES, please provide the following:

Name of Sanitation License Holder ___________________________

License Number ___________________________ Expiration Date ___________________________

_________________________ ___________________________ ___________________________

_________________________ ___________________________ ___________________________

_________________________ ___________________________ ___________________________

Does the business sell cigarettes ☐ YES ☐ NO  If YES, please indicate which type: ☐ Over the Counter ☐ Machine
Does the business operate coin operated vending machines?  
☐ YES  ☐ NO
If YES, please provide the following:  
**Type of Amusement/Vending Machine**  
______________________________  
______________________________  
______________________________  

**Quantity**  
______________________________  
______________________________  
______________________________  

Does the business own the amusement/vending machines?  
☐ YES  ☐ NO
If NO, please provide the following:  
**Name of the vendor:** ________________________________  
**Vendor phone #** ________________________________  

**Type of business entity:**  
☐ Sole Proprietorship  ☐ Partnership  ☐ C-Corporation  ☐ S-Corporation  
☐ Non-Profit  ☐ LL-Partnership  ☐ LL-Corporation  

**Square footage** ________________________________  

**Business Owner:**  
**Name** ________________________________  
**Title** ________________________________  
**Address** ________________________________  
**City** ________________________________  
**State** ________________________________  
**Zip** ________________________________  
**Phone #** ________________________________  
**Mobile #** ________________________________  

**Emergency Contacts**  
(list contacts in order of priority)

**Name** ________________________________  
**Title** ________________________________  
**Address** ________________________________  
**City** ________________________________  
**State** ________________________________  
**Zip** ________________________________  
**Phone #** ________________________________  
**Mobile #** ________________________________  

**Name** ________________________________  
**Title** ________________________________  
**Address** ________________________________  
**City** ________________________________  
**State** ________________________________  
**Zip** ________________________________  
**Phone #** ________________________________  
**Mobile #** ________________________________  

**Name** ________________________________  
**Title** ________________________________  
**Address** ________________________________  
**City** ________________________________  
**State** ________________________________  
**Zip** ________________________________  
**Phone #** ________________________________  
**Mobile #** ________________________________  

**Are the Business Premises Leased?**  
☐ YES  ☐ NO
If YES, Property Owner/Management Information:  
☐ Property Owner  ☐ Property Management
Name ___________________________ Title ___________________________

Address _______________________ City ___________________ State _____ Zip ______

Phone # ____________________ Mobile # _______________________

Do you store hazardous materials on your business site? □ YES    □ NO

If YES, type of materials: __________________________________________

If applicable, please submit completed MSDS sheet and return with application.

For New Applications

New Construction: Requires a Certificate of Occupancy being granted prior to business license being issued.

Existing Building: Change of Use Inspection need to be scheduled and Certificate of Occupancy needs to be granted prior to business license being issued.

A BUSINESS MAY BE REQUIRED TO CARRY MULTIPLE LICENSES

I understand the issuance of this license is conditional upon compliance with all Village Ordinances, State & Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force. I hereby authorize the Village of Tinley Park by its agents to make inquiries into my character, credit and background, in order to approve or deny this license application. I have read this application and answered all questions fully. The information I have submitted in this application is complete and truthful to the best of my knowledge. This information will be kept confidential to the extent permitted by law.

FEE MUST ACCOMPANY THIS APPLICATION       TOTAL FEE ENCLOSED _________________

Print Name ___________________________ Signature ___________________________ Title ___________________________

FOR OFFICE USE ONLY

Fee Received $ ___________ Date: ___________________ Period Covered:    □ Full year    □ Partial
# Village of Tinley Park - Business License Fees

**Please check all that apply**

## Business Based on Square Footage

<table>
<thead>
<tr>
<th>Square Footage Range</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 1,500 sq. ft.</td>
<td>$35.00</td>
</tr>
<tr>
<td>1,501 - 3,000 sq. ft.</td>
<td>$60.00</td>
</tr>
<tr>
<td>3,001 - 6,000 sq. ft.</td>
<td>$80.00</td>
</tr>
<tr>
<td>6,001 - 9,000 sq. ft.</td>
<td>$100.00</td>
</tr>
<tr>
<td>9,001 - 12,000 sq. ft.</td>
<td>$130.00</td>
</tr>
<tr>
<td>12,001 - 15,000 sq. ft.</td>
<td>$150.00</td>
</tr>
<tr>
<td>15,001 - 20,000 sq. ft.</td>
<td>$170.00</td>
</tr>
<tr>
<td>20,001 - 30,000 sq. ft.</td>
<td>$200.00</td>
</tr>
<tr>
<td>30,001 - 40,000 sq. ft.</td>
<td>$240.00</td>
</tr>
<tr>
<td>40,001 - 60,000 sq. ft.</td>
<td>$300.00</td>
</tr>
<tr>
<td>60,001 - 80,000 sq. ft.</td>
<td>$370.00</td>
</tr>
<tr>
<td>80,001 and over</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

## Gas Station

- $75.00 annually, for up to four pumps
- $5.00 for each additional pump
- Plus car wash
- Plus square footage for retail sales

## Annual Fees

- Archery Range: $50.00 plus square footage
- Car Wash (Automatic / Self Serve): $100.00
- Cigarette & Tobacco Dealer: $45.00 plus square footage
- Currency Exchange: $40.00
- Dance Hall: $50.00
- Dance School or Music Studio: $40.00
- Day Care Center (less than 100 enrollment): $60.00
- Day Care Center (over 100 enrollment): $100.00
- Dry Cleaner: $100.00
- Firearm Dealer: $250.00
- Flea Market: $400.00
- Fuel Oil Dealer - Storing or Selling: $50.00 plus $10.00 per vehicle
- Funeral Director / Funeral Home: $100.00
- Go Cart Track: $100.00
- Golf Course (Public / Private): $100.00 plus square footage on buildings
- Golf Practice / Driving Range: $50.00 plus square footage on buildings
- Hospital / Immediate Care Center: $100.00 plus $3.00 per bed
- Hotel / Motel: $40.00 plus $5.00 each unit
- House Mover: $50.00
- Kiddy-Land Amusement Park: $50.00
- Limousine: $50.00
- Livery Stable: $100.00
- Miniature Golf Course: $50.00
- Nursing Home (up to 99 beds): $110.00
- Nursing Home (100-149 beds): $150.00
- Nursing Home (over 150 beds): $200.00
- Pawn Broker: $200.00
- Petroleum Products - Bulk Storage: $100.00
- Public Weigh Master: $40.00
- Ready Mix Plants: $50.00
- Rooming House: $40.00
- Scavenger: $300.00
- Theaters (Indoor / Outdoor): $400.00
- Travel Agency: $40.00
- Taxi Cabs: $150.00
- Towing: $200.00 plus square footage
- Valet: $100.00
### VILLAGE OF TINLEY PARK - BUSINESS LICENSE FEES
### PLEASE CHECK ALL THAT APPLY

<table>
<thead>
<tr>
<th>Coin Operated Devices</th>
<th>Qty.</th>
<th>Total Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Devices / Video Games</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Cigarette Machines</td>
<td></td>
<td>$40.00</td>
</tr>
<tr>
<td>Food / Beverage / Ice Dispensers</td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>10 cents or less</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>11 cents or more</td>
<td></td>
<td>$2.50</td>
</tr>
<tr>
<td>□ Laundromats</td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>□ Music Devices / Juke Boxes</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>▢ Scales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ All Other Vending Machines</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other

| □ Ambulance Service                                        |      | $30.00    |
| □ Athletic Exhibitions                                     |      | $50.00    |
| □ Auctioneer                                                |      | $15.00    |
| □ Auto Dry Cleaning Machine                                |      | $25.00    |
| □ Billiard & Pool Tables                                    |      | $30.00    |
| □ Bowling Alley                                             |      | $15.00    |
| □ Carnivals                                                 |      | $100.00   |
| □ Circus                                                    |      | $200.00   |
| □ Circus sideshow & concessions                             |      | $10.00    |
| □ Dance open to the public                                  |      | $50.00    |
| □ Dry Cleaning Machine for public use                      |      | $25.00    |
| □ Fireworks (Outdoor)                                       |      | $500.00   |
| □ Food Dealer (Mobile / Temporary)                         |      | $35.00    |
| □ Junk / Salvage Dealer                                     |      | $10.00    |
| □ Laundromats                                               |      | $2.50     |
| □ Liquidation Sales                                         |      | $10.00    |
| □ Menageries (Petting Zoo)                                  |      | $20.00    |
| □ Pyrotechnics (Indoor)                                     |      | $500.00   |
| □ Skating Rinks                                             |      | $100.00   |

*Note: All fees subject to change.*
VILLAGE OF TINLEY PARK
COMMERCIAL/INDUSTRIAL PERMIT APPLICATION
10250 Oak Park Avenue, Tinley Park, IL 60477
(708)444-5100 Fax (708)444-5199

Date of Application: ______________  Permit Number BL - ______________

Project Address ____________________________ Suite/Unit # ______________

Parcel/Real Estate Tax (PIN)# ______________ Lot # ______________ Zoning ______________

Name of New Business Occupying Space: ____________________________ Phone ______________

Owner of Property ____________________________ Phone ______________

Project Description ____________________________

Cost of Project (Valuation) ____________________________

Square Footage: Office ______________ Retail ______________ Warehouse ______________

Water Meter Size: Existing ______________ Proposed ______________ Water Tap Size: Existing ______________ Proposed ______________

Number of Fire Sprinkler Heads Existing: ______________ Proposed: ______________

# of Regular Parking Spaces ______________ # of Handicap Spaces ______________

Estimated Maximum Patron Occupants ______________ Estimated Maximum Employee Occupants ______________

CONTRACTOR INFORMATION: PLEASE PROVIDE NAME AND ADDRESS

General ____________________________ Phone ______________

Architect ____________________________ Phone ______________

Carpentry ____________________________ Phone ______________

Concrete ____________________________ Phone ______________

Drywall/Lathing ____________________________ Phone ______________

Electric ____________________________ Phone ______________

Excavator ____________________________ Phone ______________

Fire Alarm ____________________________ Phone ______________

Fire Suppression ____________________________ Phone ______________

HVAC ____________________________ Phone ______________

Masonry ____________________________ Phone ______________

Paving ____________________________ Phone ______________

Plumbing ____________________________ Phone ______________

Roofing ____________________________ Phone ______________

Sewer ____________________________ Phone ______________

Other ____________________________ Phone ______________

SIGNATURE OF APPLICANT: ____________________________

Please check if Applicant is Owner ______ or Contractor ______
FIRE PREVENTION/PROTECTION SYSTEM

Submission for a Fire Suppression/Protection System permit requires five (5) sets Engineered Fire Suppression/protection System plans with completed permit application submitted to the Fire Department at 17355 South 68th Court, Tinley Park, IL 60477.

Plans may require review by an outside agency. Once plan review is complete a letter will be sent for approval.
VILLAGE OF TINLEY PARK
FIRE ALARM
PERMIT APPLICATION

SUBMIT FIVE (5) SETS OF PLANS

Date of Application: 

1. Project Type: □ NEW INSTALLATION □ ALTERATION TO AN EXISTING SYSTEM

2. Project Address: 

3. Name of Business Occupying Space: 

4. Project Description: □ Single-Family □ Multi-Family □ Commercial □ Other: 

5. Types of devices to be installed:

<table>
<thead>
<tr>
<th>Device/Equipment</th>
<th>Quantity</th>
<th>Manufacturer</th>
<th>Model/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Panel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Pull Stations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strobes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn/Strobes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Detectors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duct Smoke Detectors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat Detectors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valve Tamper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Flow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Wire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Cost of Installation: 

7. Name of Fire Alarm Company/Electrical Contractor: 

8. E-Mail Address: 

9. DPR State License #: 

10. Address: 

11. City: State: Zip Code: 

12. Phone: Fax: 

13. Person/telephone number responsible @ jobsite: 

14. Applicant Name/Signature: 

Submit copy of State License and proof of liability insurance with Permit Application
(Minimum $1,000,000; Illinois Department of Financial & Professional Regulation)
VILLAGE OF TINLEY PARK
FIRE PROTECTION
PERMIT APPLICATION

Tinley Park Building Department
16250 Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100  Fax (708)444-5199

Tinley Park Fire Prevention Bureau
17355 S. 68th Court
Tinley Park, IL 60477
(708)444-5100  Fax (708)444-5299

SUBMIT FIVE (5) SETS OF PLANS

Date of Application: ___________________

1. Project Type:
   a. ☐ NEW INSTALLATION  ☐ ALTERATION TO AN EXISTING SYSTEM
   b. ☐ WATER-BASED SYSTEM  ☐ FIXED EXT. SYSTEM  ☐ CLEAN AGENT  ☐ OTHER

2. Installation/alteration of underground water service? ☐ Y  ☐ N
   a. If yes, Size of Service: ___________ Inches

3. Project Address: ____________________________________________________________

4. Name of Business Occupying Space: _________________________________________

5. Project Description: ☐ Single-Family  ☐ Multi-Family  ☐ Commercial  Other: ___________________

6. Types of devices to be installed for water-based systems:

<table>
<thead>
<tr>
<th>Device / Equipment</th>
<th>Quantity</th>
<th>Manufacturer</th>
<th>Model / Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Sprinkler Heads</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler Piping Mains</td>
<td></td>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Sprinkler Piping Lines</td>
<td></td>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Dry / Preaction Valve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPZ Device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamper Devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Flow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Cost of Installation: __________________________

8. Name of Fire Protection Contractor: ___________________ State License #: __________

9. E-Mail Address: ______________________________________

10. Address: __________________________________________


12. Phone: __________________ Fax: __________________

13. Person / telephone number responsible at jobsite: _____________________________

14. Name of NICET Person / Engineer on Staff: ______________________________________

15. Applicant Name / Signature: ________________________________________________

Submit copy of State License, proof of liability insurance as required on OSFM Contractor Information Sheet
VILLAGE OF TINLEY PARK, ILLINOIS
PERMANENT SIGN PERMIT APPLICATION

The following items must be submitted with this application:

- One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- One (1) color rendering of the sign as it is proposed on the building or on the property.
- An aerial photograph, current Plat of Survey, and/or Site Plan with the sign location marked.
- A copy of written consent from the owner of the building or land on which the sign is to be erected.
- UL Listing or documentation from a nationally-recognized testing laboratory.
- Completed Sign Information Page for each sign.

**APPLICANT & BUSINESS INFORMATION**

Name of Applicant: ____________________________  Phone Number: ____________________________
Applicant's Company: __________________________  Email: ____________________________
Person to Call When Permit is Ready: __________________________  Phone Number: __________________________
Name of Business: __________________________
Business Address: __________________________________________
Name of Business Owner: __________________________  Phone Number: __________________________
Name of Property Owner: __________________________  Phone Number: __________________________
Management Company: __________________________  Phone Number: __________________________
Management Company Address: __________________________________________  Not Applicable

**CONTRACTOR INFORMATION**

Sign Installer: __________________________  Phone Number: __________________________
Sign Installer Address: __________________________________________
Electrician: __________________________  Phone Number: __________________________
Electrician Address: __________________________________________  Not Applicable
Masonry Installer: __________________________  Phone Number: __________________________
Masonry Installer Address: __________________________________________  Not Applicable
Concrete Installer: __________________________  Phone Number: __________________________
Concrete Installer Address: __________________________________________  Not Applicable

*** ATTACH SIGN INFORMATION PAGE FOR EACH SIGN ***

PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE AND THAT THE PROPOSED SIGNAGE MEETS ALL APPLICABLE VILLAGE CODES BEFORE SIGNING.

Applicant Signature: ____________________________  Date: ____________________________

Updated 01/27/2017
VILLAGE OF TINLEY PARK, ILLINOIS
PERMANENT SIGN PERMIT APPLICATION: SIGN INFORMATION PAGE

SIGN INFORMATION
Please provide the following information for each sign. Copy this page as needed.

<table>
<thead>
<tr>
<th>Sign #</th>
<th>of</th>
<th>(total quantity of signs)</th>
<th>Estimated Cost of Sign:</th>
</tr>
</thead>
</table>

Sign Location:
- [ ] On Building (wall/ façade)
- [ ] On Property (freestanding)
- [ ] On Building (window/ door)
- [ ] Other Location: ____________________________

Notes on Sign Location: ____________________________

Sign Height: ____________________________
Sign Length: ____________________________
Sign Weight (lbs.): ____________________________

Freestanding Signs Only:
Total Sign Height: ____________________________
Landscaping at Base (sq. ft.): ____________________________

Sign Face Area (sq. ft.): ____________________________
Tenant’s Gross Floor Area (sq. ft.): ____________________________

Tenant’s Building Frontage (ft.): ____________________________
Tenant’s Lot Frontage (ft.): ____________________________

Sign Text: ____________________________

Sign Colors: ____________________________

Sign Materials: ____________________________

Illumination? [ ] None [ ] Yes: ____________________________

Type of Anchor(s) Used to Support Sign: ____________________________

Type of Material that Sign is Being Anchored To: ____________________________

Office Use Only:

Zoning District: ____________________________

Sign Type: ____________________________

Variance? [ ] No [ ] Yes: ____________________________

Change to Nonconforming Sign? [ ] No [ ] Yes: ____________________________

Notes:
__________________________
__________________________
__________________________
VILLAGE OF TINLEY PARK, ILLINOIS
TEMPORARY SIGN PERMIT APPLICATION

The following items must be submitted with this application:

☐ One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
☐ One (1) color rendering of the sign as it is proposed on the building or on the property.
☐ An aerial photograph, current Plat of Survey, or site plan with the sign location marked.
☐ A copy of written consent from the owner of the building or land on which the sign is to be erected.

APPLICANT & BUSINESS INFORMATION

Name of Applicant: __________________________________________ Phone Number: ______________________________

Applicant’s Company: _________________________________________________________________

Email: ____________________________________________________________________________

Person to Call When Permit is Ready: ______________________________________ Phone Number: __________________________

Name of Business: ____________________________________________

Business Address: ____________________________________________

Name of Business Owner: ___________________________________ Phone Number: __________________________

Name of Property Owner: ___________________________________ Phone Number: __________________________

Management Company: ______________________________________ Phone Number: __________________________

Management Company Address: ___________________________________________ Not Applicable

CONTRACTOR INFORMATION

Sign Installer: ___________________________ Phone Number: __________________________

Sign Installer Address: _____________________________________________________________

SIGN INFORMATION

Sign Type: ☐ Banner  ☐ Flag  ☐ Other: ___________________________

Sign Location:  ☐ On Building (wall/ façade)  ☐ On Property (ground)  ☐ Other: __________________

Quantity of Signs: _______________ Sign Length: _______________ Sign Height: _______________

Total Sign Height: ___________________________ (ground signs only)

Estimated Cost of Sign(s): ___________________________

Tenant’s Building Frontage: ___________________________

Tenant’s Square Footage: ___________________________

Sign Square Footage: ___________________________

Sign Materials: ___________________________

Sign Colors: ___________________________

Sign Text: ___________________________

Sign Display Start Date: ___________________________

Sign Display End Date: ___________________________

Applicant Signature: ___________________________ Date: ___________________________