

COMMERCIAL OCCUPANCY PERMIT RULES & REGULATIONS

Permit Number (Completed by Village)

THIS HANDOUT IS ONLY A GUIDE, ALL APPLICABLE VILLAGE CODE AND LAND DEVELOPMENT CODE ORDINANCES APPLY.

Applies to:

- Occupancy by New Tenants
- Change of Ownership for existing buildings
- Change of Ownership for existing businesses

Permit Fees:

Village Code, Title 5, Chapter 2

The Village of Orland Park Development Services Department allows occupancy for spaces within existing buildings with the following conditions:

- Occupancy and Building applications must be completed and submitted for review.
- Furniture layout and property site plan are required.
- Zoning Permit is required to review that an intended use is allowed in it's zoning district in accordance with the Village Land Development Code.
- Final Occupancy Inspection approval to verify minimum fire, life safety, exiting, accessibility to environmental limited persons, and health hazard conditions.
- Sign permits require a separate sign permit application. Contact Kryz Kociolek at (708) 403-6223 for sign permit information and fees.
- Business Licenses are required per Title 7, Chapter 2 of the Village Code. Fee is based on square footage, and the number of health inspections required for any food service.
- Massage Therapy Establishments require a Police background check and approval before a Certificate of Occupancy and Business License can be issued. Contact the Orland Park Police Department at (708) 349-4945 for an application and more information. All Massage Therapists are required to be licensed by the State of Illinois.

Separate Licenses and Applications are also required for:

- Vending Machines (including inside employee break rooms)
- Juke Boxes
- Amusement Devices
- Sale of any form of Tobacco
- Liquor Licenses (contact the Mayor's Office for additional application and information)
- Massage Services

Required Inspections:

Final Building, Electrical, Plumbing, Mechanical and Fire inspections are required before Certificate of Occupancy and Business License are issued. Health inspections will be required if applicable.

1. Inspection requests can be faxed to (708) 403-6215, submitted online using the Online Inspection Request Form, emailed to developmentservices@orlandpark.org, mailed in or submitted in person to the Development Services Department.
2. Inspection requests cannot be taken over the phone and cannot be taken for same day inspections.
3. Inspection requests must be submitted by 4pm to schedule for the next business day.
4. Inspection requests submitted on a Friday after 4PM or on Saturday or Sunday will be scheduled the following Tuesday.