



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462 708-403-5300  
[developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org)

Office Use: PERMIT# \_\_\_\_\_ PIN \_\_\_\_\_ ZONE \_\_\_\_\_

**The Freedom of Information Act (FOIA)** Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

## **NO WORK COMMERCIAL OCCUPANCY PERMIT APPLICATION**

If there will be any work done that requires a permit, use the Express or Building Permit Application

<b>Tenant Information</b>	Business Tenant:	
	Address:	<input type="checkbox"/> Mall Cart/RMU or Kiosk*
	Email:	
	Phone:	Contact Name:

Occupancy Type:  New  Change of Ownership  Moving Here From Another Orland Park Location  Change of Use

Intended Date to Open \_\_\_\_\_  Already Open  Will be Open Less Than 6 Months – From \_\_\_\_\_ to \_\_\_\_\_

Square Footage of Tenant Space \_\_\_\_\_ \*Kiosk dimensions \_\_\_\_\_ x \_\_\_\_\_, supply specs with materials

### **Summary of What This Business Does:**

### **This Application MUST be Submitted With:**

- ✓ Zoning Permit Application
- ✓ Business License Application
- ✓ Interior Layout (can be hand drawn) The drawing is to include the dimension of the space (length, width), all exit doors, interior walls with rooms labeled, aisle ways, and any equipment/furniture in each room

**IMPORTANT: OCCUPANCY INSPECTIONS MUST BE APPROVED BEFORE OPENING YOUR BUSINESS.**

***On your scheduled day of inspections, the Village inspectors and the Fire District inspectors will arrive separately at different times.***

**Applicant** Print Name \_\_\_\_\_ I am the  Owner  Co-Owner  Agent

I, the Owner/Agent have permission to apply for the occupancy permit on behalf of the owner/landlord/management company of the subject property referenced above. I hereby apply to the Development Services Department of the Village of Orland Park, IL for occupancy of the stated business in this application submittal and hereby agree to comply with all requirements of the village codes, ordinances and amendments.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use:</b> 1/22/2021	Building Official:	Signature & Date:	TOTAL FEE:
---------------------------------	--------------------	-------------------	------------