



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
 14700 RAVINIA AVENUE
 ORLAND PARK, ILLINOIS 60462
 708-403-5300
 FAX 708-403-6215

developmentservices@orlandpark.org
www.orlandpark.org

PERMIT# _____

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.

COMMERCIAL OCCUPANCY PERMIT APPLICATION

No Work or Minor Work

Today's Date: _____

Business/Tenant Information:	Address: _____		Unit # _____
	Business Name: _____		
	Business Phone: _____		
	Business Email: _____		
	Business Owner: _____		
Occupancy Type: <input type="checkbox"/> New <input type="checkbox"/> Change of ownership <input type="checkbox"/> Moving PIN _____			
Construction: <input type="checkbox"/> No Work <input type="checkbox"/> Minor Work <input type="checkbox"/> Interior Remodel			
Will Food be Made or Served? <input type="checkbox"/> Yes <input type="checkbox"/> No Move in Date: _____			
Property (Building) Owner:	Owner Name: _____		Owner Phone: _____
	Owner Email: _____		
Description of all work being done:			Cost of Work: \$ _____
Applicant:	Printed Name: _____		
	Phone: _____	Email: _____	
<p>APPLICABLE VILLAGE CODES - This permit is granted on the express condition that the said occupancy shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the occupancy and use of buildings, and may be revoked at any time upon violation of any provision of said Ordinances.</p> <p>PERMIT POSTING - Permit shall be posted and displayed on the job site until final approval has been issued by the Village.</p> <p>INSPECTIONS REQUIRED - The Development Services Department requires inspections and approvals of construction trades prior to any concealment of work regulated by the Village Codes. Typical inspections include but are not limited to: Final Building, Electrical, Plumbing, Mechanical and Fire inspection prior to any use or occupancy (Village Code Title 5, Chapter 1). And Health inspections, when applicable.</p> <p>INSPECTION NOTIFICATION TIMING</p> <ol style="list-style-type: none"> 1. Inspection requests can be submitted online using the Online Inspection Request Form, emailed to inspectionrequest@orlandpark.org 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. <p>CERTIFICATE OF OCCUPANCY After final inspections have been approved, a Certificate of Occupancy may take up to 10 days for processing.</p> <p>ERRORS AND OMISSIONS No error or omission in any permit application, plans or documents approved by the Village, shall not relieve the land owner, agent or representatives to violate any adopted ordinance or code provisions. After reading these permit application terms, the undersigned fully understands the terms and declares to the best of the knowledge and belief of the undersigned, that statements made are true.</p>			
Applicant Signature _____		Relation to Business: _____	
Village Use:	Building Official Printed Name: _____	Signature: _____	Date: _____
			FEE: _____