



Community Development Department  
1200 L.W. Besinger Drive, Room 206  
Carpentersville, IL 60110  
Hours: Mon-Fri 8:30 a.m. – 4:30 p.m.

Phone: (847) 551-3478  
Fax: (847) 426-0864  
<https://www.cville.org>  
permits@cville.org

## Certificate of Occupancy Application for Non-Residential Uses

### Purpose

The purpose of the Certificate of Occupancy (CO) is to ensure that Village of Carpentersville zoning and building codes have been satisfied before a business becomes operational. A CO is needed for the following circumstances:

1. Occupying any new structure.
2. Re-occupying any significantly altered or remodeled principal building.
3. Prior to occupancy of any nonresidential structure by any new owner and/or tenant.
4. Prior to occupying any structure for a use that has changed from the previous use of the structure.

### Procedure for Obtaining a CO

1. Submit the CO application information requested below. For new construction, the Building Permit application will serve as the CO application.
2. Schedule with the Village the required inspections. All inspections must be completed and approved before a CO can be issued. The CO certificate will be mailed to the applicant for delivery within two weeks.

### Additional Information

- Business owners must apply for a business license with the Community Development Coordinator once the CO has been issued.
- Sign permits are required for exterior signs, including new signs or when modifications are made to existing signs. Please complete a sign permit application.
- If ANY remodeling or construction is planned, please submit building permit applications with any plans and a detailed scope of work for review.
- If the location that you plan to occupy was VACANT for over 18 months, the building will need to be upgraded with a fire suppression system (sprinklers) approved by the Fire Department.

Information on CO's can be found on the Village website at [www.cville.org](http://www.cville.org) on the Community Development webpage or the Forms/Permits webpage. Otherwise, you can contact the Community Development Department at (847) 551-3478 for further questions.

### BUSINESS INFORMATION:

Address of Property to be Occupied: \_\_\_\_\_ Suite #: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

# of Employees: \_\_\_\_\_ # of Parking Spaces on Site: \_\_\_\_\_  Multi tenant  Single tenant

Floor Area Size: \_\_\_\_\_

Building Status:  Business Change of Ownership  Change of Tenant  
 Change of Use  Property Change of Ownership

*Continued on next page*

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**Name of Applicant:** \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner of Business:** \_\_\_\_\_  
Address of Business Owner: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**ADDITIONAL BUSINESS INFORMATION:**

Describe how the business will operate, what products will be sold, or what services will be provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- | YES                      | NO                       |                               |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Remodeling                    |
| <input type="checkbox"/> | <input type="checkbox"/> | New Sign                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Retail/Wholesale of Food      |
| <input type="checkbox"/> | <input type="checkbox"/> | Restaurant, # of Seats: _____ |

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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|---|
| <p><b>Fee Schedule</b></p> <ul style="list-style-type: none"><li>• Less than 1,000 square feet of gross floor area: \$100.00</li><li>• 1,001 to 10,000 square feet of gross floor area: \$150.00</li><li>• 10,001 to 50,000 square feet of gross floor area: \$200.00</li><li>• 50,001 square feet of gross floor area and above: \$300.00</li><br/><li>• Temporary or Conditional Certificate of Occupancy: \$200.00</li></ul> |
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