

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 contact the Tinley Park Economic Development Department at (708) 444-5000 for more information.

▪ **BEGIN THE CHANGE OF USE/ OWNER 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. 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.

▪ **COMPLETE THE CHANGE OF USE/OWNER APPLICATION FORM (attached)**

Before a lease or sale is complete, a Change of Use/Owner Application must 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.

▪ **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 9:00am and 11:00am 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, lav 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.
3. Can not use extension cords for appliances.
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
2015 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 Clerks 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>. 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> 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.

Permit # _____

Inspection Date: _____

**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):

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

CURRENT PROPERTY OWNER INFORMATION

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

MANGEMENT COMPANY INFORMATION (if applicable)

Name:	
Mailing Address:	
Phone (Primary)	Phone (Secondary)
Email:	Fax:

INSPECTION CONTACT INFORMATION:

Name of Person to Contact for Inspections:	
Contact's Affiliation with Business Owner or Property Owner:	
Phone (primary)	Email:

SITE INFORMATION REQUIRED FOR PURCHASE OF PROPERTY AND/OR TENANT LEASING SPACE

Name of Commercial Center (if applicable):
Major Tenant (largest space):
Number of tenants in entire building*
Square Footage of entire building:
Will there be modifications to the interior of the building? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits required)
Total Number of Parking Spaces in entire lot:
Number of Handicap Parking Spaces in entire lot:
Will there be modifications to the parking lot? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits required)
Will there be modifications to the landscaping on the site? <input type="checkbox"/> No <input type="checkbox"/> Yes (permits may be required)

*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

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

Tenant Business Name
Type of Business
Hours of Operation

**CHANGE OF USE/CHANGE OF OWNERSHIP
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

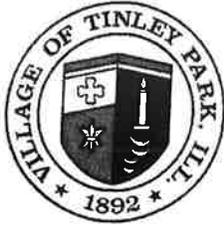
Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.

ACTIVITIES	APPLICABLE	DESCRIPTION/QUANTITY
105.6.1 Aerosol products <i>Manufacture, store or handle an aggregate quantity of level 2 or 3 aerosol products in excess of 500 pounds net weight.</i>		
105.6.2 Amusement buildings		
105.6.3 Aviation facilities <i>Aircraft servicing or repair & aircraft fuel-servicing.</i>		
105.6.4 Carnivals and fairs		
105.6.5 Cellulose nitrate film <i>The storage, handling or use of cellulose nitrate film in an Assembly occupancy.</i>		
105.6.6 Combustible dust-producing operations <i>Operation of a grain elevator, flour starch mill, feed mill, or plant pulverizing aluminum, coal, cocoa, magnesium, spices, sugar or other dust producing operations.</i>		
105.6.7 Combustible fibers <i>Storage & handling of combustible fibers in quantities >100 cubic feet.</i>		
105.6.8 Compressed gases <i>Storage, use and handling at normal temperature and pressure of compressed gases. (corrosive, flammable >200 cu.ft., any amount of toxic, highly toxic or pyrophoric material)</i>		
105.6.10 Cryogenic fluids <i>Production, storage and transport on site, use, handle or dispensing. (>1 gallon of flammable, >60 gallons of inert, >10 gallons of oxidizing material and any amount of material that is a physical/health hazard)</i>		
105.6.11 Cutting and welding		
105.6.12 Dry cleaning plants <i>Engage in the business of dry cleaning or to change to a more hazardous cleaning solvent.</i>		
105.6.13 Exhibits and trade shows <i>Describe the type of vendors present and any expected hazardous operations (vehicle display, cooking etc.)</i>		
105.6.14 Explosives <i>Manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic effects.</i>		
105.6.15 Fire hydrants and valves on premises <i>Use of or access to fire hydrants or valves intended for fire suppression purposes.</i>		
105.6.16 Flammable and combustible liquids <i>Storage & handling of Class I liquids >5gallons, Class II/III liquids >25 gallons including above ground tanks, diesel generators, safety cans etc.</i>		
105.6.17 Floor finishing <i>Floor finishing or surface operations exceeding 350 square feet using Class I or II liquids.</i>		
105.6.18 Fruit and crop ripening <i>Fruit or crop ripening using ethylene gas.</i>		
105.6.19 Fumigation and thermal insecticidal fogging <i>Storage of flammable or toxic fumigants for the purpose of fumigation.</i>		
105.6.20 Hazardous materials <i>Any site storage, dispensing or use and handling of hazardous materials</i>		
105.6.21 Hazardous production material (HPM) facilities <i>Hazardous materials used to produce materials or stored on site.</i>		

**CHANGE OF USE/CHANGE OF OWNERSHIP
OCCUPANCY AND HAZARD IDENTIFICATION WORKSHEET**

Please indicate if any of the following activities will be conducted on the premises/property and provide a brief explanation of the operational scope.

ACTIVITY OR USE	APPLICABLE	DESCRIPTION/QUANTITY
105.6.22 High-piled or rack storage of material <i>Storage configurations exceeding 500 square feet</i>		
105.6.23 Hot work operations <i>Public exhibition demonstrations, portable equipment in a structure, fixed site equipment, conducted in a hazardous area, application of roof coverings.</i>		
105.6.24 Industrial ovens <i>Use of the oven used for, fuel source, size, use of special atmosphere.</i>		
105.6.25 Lumber yards and woodworking plants <i>Storage and processing of lumber exceeding 100,000 board feet.</i>		
105.6.26 Liquid- or gas-fueled vehicles or equipment in assembly buildings <i>Displaying, operating or demonstrating liquid or gas fueled equipment/vehicles in assembly buildings</i>		
105.6.27 Liquid Propane-gas <i>Storage and use of propane gas in containers; size of container and product use.</i>		
105.6.28 Magnesium <i>Melting, casting heat treating or grinding >10 pounds of magnesium.</i>		
105.6.29 Miscellaneous combustible storage >2,500 cubic feet <i>Empty packing cases, boxes, barrels etc., rubber tires, rubber, cork or similar combustible materials.</i>		
105.6.30 Open burning <i>Kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground.</i>		
105.6.31 Open flames and torches <i>Removal of paint with a torch or using a torch/open flame device in hazardous fire area.</i>		
105.6.32 Open flames and candles <i>Assembly areas, dining areas of restaurants/drinking establishments.</i>		
105.6.33 Organic coatings <i>Production of greater than 1 gallon.</i>		
105.6.34 Places of assembly/exhibition hall <i>Size of the room/building; use of tables, chairs etc.</i>		
105.6.36 Pyrotechnic special effects material <i>Any special effects of light, noise or can obstruct a means of egress.</i>		
105.6.37 Pyroxylin plastics <i>>25 lbs. of cellulose nitrate; assembly/manufacture using this material.</i>		
105.6.38 Refrigeration equipment <i>What is the equipment use for, size of equipment and type of refrigerant.</i>		
105.6.39 Repair garages and motor fuel-dispensing facilities <i>Type of equipment repaired; private or open to the public dispensing.</i>		
105.6.40 Rooftop heliports <i>Purpose of the heliport and expected frequency of use.</i>		
105.6.41 Spraying or dipping using flammable/combustible liquids <i>What is the purpose of the operation; expected quantity of liquids on hand.</i>		
105.6.42 Storage of scrap tires and tire byproducts <i>Storage of scrap tires/tire byproducts exceeding 2,500 cubic feet.</i>		
105.6.43 Temporary membrane structures, tents and canopies <i>Expected use of the facility.</i>		
105.6.44 Tire-rebuilding plants <i>Type of equipment used and processes used for rebuilding.</i>		
105.6.45 Waste handling <i>Wrecking yard, junk yards and waste material handling facilities.</i>		
105.6.46 Wood products <i>Storage of wood chips, lumber/plywood > 200 cubic feet.</i>		



Village of Tinley Park
 16250 S. Oak Park Avenue, Tinley Park, IL 60477
 Phone (708) 444-5000/Fax (708) 444-5099

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:

<u>Name of Sanitation License Holder</u>	<u>License Number</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 # _____

Square footage _____

Type of business entity:

Sole Proprietorship

Partnership

C-Corporation

S-Corporation

Non-Profit

LL-Partnership

LL-Corporation

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

- 1 – 1,500 sq. ft. \$ 35.00
- 1,501 – 3,000 sq. ft. \$ 60.00
- 3,001 – 6,000 sq. ft. \$ 80.00
- 6,001 – 9,000 sq. ft. \$100.00
- 9,001 – 12,000 sq. ft. \$130.00
- 12,001 – 15,000 sq. ft. \$150.00
- 15,001 – 20,000 sq. ft. \$170.00
- 20,001 – 30,000 sq. ft. \$200.00
- 30,001 – 40,000 sq. ft. \$240.00
- 40,001 – 60,000 sq. ft. \$300.00
- 60,001 – 80,000 sq. ft. \$370.00
- 80,001 and over \$450.00

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

	<u>Qty.</u>	<u>Total Amt.</u>
<u>Coin Operated Devices</u>		
Amusement Devices / Video Games		\$ 50.00 per machine
Cigarette Machines		\$ 40.00 per machine
Food / Beverage / Ice Dispensers		
10 cents or less		\$ 5.00 per machine
11 cents or more		\$ 20.00 per machine
<input type="checkbox"/> Laundromats		\$ 2.50 per machine
<input type="checkbox"/> Music Devices / Juke Boxes		\$ 50.00 per machine
<input type="checkbox"/> Scales		\$ 5.00 per machine
<input type="checkbox"/> All Other Vending Machines		\$ 15.00 per machine
<u>Other</u>		
<input type="checkbox"/> Ambulance Service		\$ 30.00 per vehicle, plus square footage
<input type="checkbox"/> Athletic Exhibitions		\$ 50.00 per day
<input type="checkbox"/> Auctioneer		\$ 15.00 per auctioneer / per day
<input type="checkbox"/> Auto Dry Cleaning Machine		\$ 25.00 per machine
<input type="checkbox"/> Billiard & Pool Tables		\$ 50.00 per table
<input type="checkbox"/> Bowling Alley		\$ 15.00 per lane (alley)
<input type="checkbox"/> Carnivals		\$100.00 per day
<input type="checkbox"/> Circus		\$200.00 per day
<input type="checkbox"/> Circus sideshow & concessions		\$ 10.00 each per day
<input type="checkbox"/> Dance open to the public		\$ 50.00 each dance
<input type="checkbox"/> Dry Cleaning Machine for public use		\$ 25.00 per machine
<input type="checkbox"/> Fireworks (Outdoor)		\$500.00 (exempt: park districts, government organizations)
<input type="checkbox"/> Food Dealer (Mobile / Temporary)		\$ 35.00 per vehicle / per booth
<input type="checkbox"/> Junk / Salvage Dealer		\$ 10.00 per vehicle, plus square footage
<input type="checkbox"/> Laundromats		\$ 2.50 per machine
<input type="checkbox"/> Liquidation Sales		\$ 10.00 per sale, plus inventory
<input type="checkbox"/> Menageries (Petting Zoo)		\$ 20.00 per day
<input type="checkbox"/> Pyrotechnics (Indoor)		\$500.00
<input type="checkbox"/> Skating Rinks		\$100.00 per rink

VILLAGE OF TINLEY PARK
COMMERCIAL/INDUSTRIAL PERMIT APPLICATION

16250 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**

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)444-5200 Fax (708)444-5299



SUBMIT FIVE (5) SETS OF PLANS

Date of Application: _____

For Internal Use
Permit #: FD -

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:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Alarm Panel			
Manual Pull Stations			
Strobes			
Horn/Strobes			
Smoke Detectors			
Duct Smoke Detectors			
Heat Detectors			
Valve Tamper			
Water Flow			
Fire Alarm Wire			
Other (explain)			

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)444-5200 Fax (708)444-5299



SUBMIT FIVE (5) SETS OF PLANS

Date of Application: _____

For Internal Use Permit #: FD - _____
--

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:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Sprinkler Heads			
Sprinkler Piping Mains			Schedule:
Sprinkler Piping Lines			Schedule:
Dry/Preaction Valve			
RPZ Device			
Tamper Devices			
Water Flow			
Other (explain)			

7. **Cost of Installation:** _____

8. **Name of Fire Protection Contractor:** _____ **State License #:** _____

9. **E-Mail Address:** _____

10. **Address:** _____

11. **City:** _____ **State:** _____ **Zip Code:** _____

12. **Phone:** _____ **Fax:** _____

13. **Person/telephone number responsible @ 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, 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: _____
 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

SIGN INFORMATION

Sign Location: On Building (wall/façade) On Property (ground) On Building (window) Other: _____
 Quantity of Signs: _____ Sign Length: _____ Sign Height: _____ Total Sign Height: _____
 Estimated Cost of Sign(s): _____ (ground signs only)
 Sign Square Footage: _____ Tenant's Square Footage: _____
 Tenant's Building Frontage: _____ Sign Materials: _____
 Sign Colors: _____ Sign Text: _____

Applicant Signature: _____ Date: _____

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) On Building (window) Other: _____
 Quantity of Signs: _____ Sign Length: _____ Sign Height: _____ Total Sign Height: _____
 Estimated Cost of Sign(s): _____ (ground signs only)
 Sign Square Footage: _____ Tenant's Square Footage: _____
 Tenant's Building Frontage: _____ Sign Materials: _____
 Sign Colors: _____ Sign Text: _____

Sign Display Start Date: _____
 Sign Display End Date: _____

Applicant Signature: _____ Date: _____

**VILLAGE OF TINLEY PARK
CONTRACTOR REGISTRATION AND BOND
REQUIREMENTS**

16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

**CONTRACTOR
REQUIREMENTS:**

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village or State (proof of state licensed required) prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded.

SURETY BOND:

A General Contractor requires a \$20,000 Surety Bond made out to the Village and a Village license. Homeowners acting as general contractor for their own single family home, and are to remain their own property, must sign a waiver and are still required to obtain a \$20,000 Surety Bond.

Carpentry, Concrete, Drywall, Excavating, Heating and Air Conditioning (HVAC), Masonry, Paving, Sewer, etc are all required to obtain a Village License and a \$20,000 Surety Bond made out to the Village.

**CERTIFICATE OF
LIABILITY**

INSURANCE:

The Village of Tinley Park **DOES NOT** require liability insurance, however, if the homeowner is the general contractor, it is suggested they obtain a copy of this insurance from each subcontractor.

ELECTRICAL

CONTRACTORS:

Electrical contractors must submit a current city Electricians license in the company name and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

FIRE SPRINKLER

CONTRACTORS:

Contractors must submit a current State of Illinois license and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

LAWN SPRINKLER

CONTRACTOR:

Contractors must submit a current State of Illinois 060 license to install the lines and a current State of Illinois 055 license to install the RPZ (and water meter, if applicable). Provide an itemized list and copy of all State Licensed 061 irrigation company employees that may be on site. **NO FEE OR BOND IS REQUIRED.**

PLUMBING, ALARM,

CONTRACTORS:

Contractors must submit a copy of the current State Registration. No surety bond is required. If also doing sewer work, a Tinley Park License and a \$20,000 Surety Bond is required. **NO FEE IS REQUIRED**

ROOFING

CONTRACTORS:

Roofing contractors must submit a current State of Illinois Roofing License, obtain a Village License, and have a \$20,000 Surety Bond made out to the Village.

APPLICATION

FEES:

General Contractors are \$100 per year. Subcontractors: \$50 per year. **NO FEE IS REQUIRED FOR ELECTRICAL, PLUMBING, ALARM AND FIRE SPRINKLER LICENSES, JUST A COPY OF CITY AND/OR STATE LICENSE IN COMPANY NAME IS REQUIRED**

CHANGING

CONTRACTORS:

If, during the course of construction, it is necessary to change contractors, you must notify the Building Department and fill out a Change of Contractor Form for our files.

SCHEDULING

INSPECTIONS:

A list of required inspections will be included in your permit packet. There is a **TWO BUSINESS DAYS NOTICE** is required to schedule any inspection, with the exception of concrete, which required only a two hour notice

RE-INSPECTIONS:

If any re-inspections are necessary, a \$50 fee must be paid before the re-inspection will take place

VILLAGE OF TINLEY PARK
APPLICATION
CONTRACTORS LICENSE
16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BUSINESS OWNER(S): _____

BUSINESS PHONE: (____) _____

CELL PHONE: (____) _____

FAX (____) _____

EMAIL ADDRESS: _____

YEARS IN BUSINESS: _____

THREE CITIES CURRENTLY OR PREVIOUSLY LICENSED IN:

APPLICATION

FEES: General Contractors: \$100 per year
 Subcontractors: \$ 50 per year

NO FEE REQUIRED FOR: ELECTRIC PLUMBING ONLY ALARM FIRE SPRINKLER LAWN SPRINKLER

SPECIFIC TYPE OF CONTRACTOR*: _____ FEE \$ _____
(Example: masonry, drywall, general, etc)

*Roofing Contractors must also submit a copy of current State License.

*Sign Contractors installing electrified signs must also have a copy of the current Electrical Contractors license.

ALL CONTRACTORS MUST HAVE A \$20,000 SURETY BOND MADE OUT TO THE VILLAGE OF TINLEY PARK. (A Certificate of Liability Insurance is only required when the work is contracted by the Village of Tinley Park.)

SIGNATURE: _____ Date: _____

OFFICE USE ONLY

Fee Amount Received: \$ _____

Date Received: _____