

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 \$50.00. This fee is non-refundable. 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:

MANAGEMENT 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? ☐ No ☐ 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? ☐ No ☐ Yes (permits required)
Will there be modifications to the landscaping on the site? ☐ No ☐ Yes (permits may be required)

Please provide the following: (Attachment A)

- 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

Please provide the following: (Attachment B)

- Indicate potential occupancies and hazards on the premises/property
- Briefly describe operational scope

LEASING TENANT SPACE

PLEASE COMPLETE ALL ITEMS ON CHECKLIST

Please provide a company description to determine an appropriate zoning district. Describe the products and/or services of your business. Please include a list of 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 perform "Massage" or "Massage Therapy" services as defined by the Village of Tinley Park Ordinance No.

2015-O-060?

- ☐ No
- ☐ Yes (attach and include all information, plans, details, and information related to the operating requirements of the ordinance. In addition, a Business License, a Massage Establishment Special Use Permit is required. Forms are available at www.tinleypark.org. Please contact the Planning Department at (708) 444-5100 for questions related to this process.

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 the business sell Kratom or similar psychoactive drug as defined by the Ordinance No.24-O-029?

☐

No

☐

Yes (*Kratom and similar psychoactive substances are prohibited to be sold in the Village. If clarification is needed on if this applies to a certain product, please submit a list of the product and substances being sold and it will be reviewed*)

Will the business hold classes or be used for group assembly purposes?

☐

No

☐

Yes (*If yes, attach description of classes, class schedule, age range of attendees, number of people, etc.*)

Will the business involve the use or storage of chemicals?

☐

No

☐

Yes (*If, yes, attach list of chemicals*)

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 ensure that ALL requested information above is provided. Incomplete Forms cannot be accepted.

The Applicant affirms that all details in this application, including attached documentation, are true to the best of their knowledge, and that permission from the property owner(s) has been granted for this to be submitted and inspections to be performed.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

ATTACHMENT A

ALL TENANTS OCCUPYING BUILDING

If there are more than (4) tenants occupying the building, please provide tenant business name, type of business, and the hours of operation on a separate piece of paper, labeled "Attachment A – CONT."

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 _____

ATTACHMENT B

CHANGE OF USE/CHANGE OF OWNERSHIP OCCUPANY AND HAZARD IDENTIFICATION WORKSHEET

Please specify if any of the listed activities will be conducted on-site and briefly explain their operational scope. Use "N/A" for activities that are not applicable. Ensure no rows are left blank.

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>		

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>		