

Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3704 - Fax 847-367-2541 - http:// www.vernonhills.org

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Note: This is an *APPLICATION FOR CERTIFICATE OF OCCUPANCY ONLY* and does not give you the right to conduct business or make alterations to the structure. Alterations require a separate permit. Occupancy of any building is prohibited and a business license, if applicable, will not be issued until the building has been inspected by both the Fire and Building Departments, and a Certificate of Occupancy obtained. Corrections may be required prior to issuance of Certificate of Occupancy.

PLEASE PRINT

Business Name: _____

Business Address: _____

Business Phone: _____ **E-Mail:** _____

Contact Name: _____

Home Address: _____

Home Phone: _____ **E-Mail:** _____

Check all that apply: **New Business** **Change of Ownership**
 Change of Use **Change of Occupant**

Business Type: _____

Submit a check for permit fee, payable to *Village of Vernon Hills*
Retail/Office tenant space: \$150 Cart/Kiosk: \$100

Please call (847) 367-3700 to schedule inspections.

When the inspections are approved, applicant should bring ALL approved final inspection reports to the Building Division and a Certificate of Occupancy will be issued.

A business license is required for most types of businesses. Contact the Community Development Department to confirm.

NOTE: A Certificate of Building Use Conversion application is required for non-retail uses in the Core Retail Overlay District (primarily near Milwaukee Avenue and Townline Road). Please contact the Community Development Department for assistance.