



VILLAGE PERMIT APPLICATION- CERTIFICATE OF OCCUPANCY

COMMUNITY DEVELOPMENT DEPARTMENT
101 Schaumburg Ct., Schaumburg, IL 60193-1899
(ph) 847.923.4420 • (fax) 847.923.2444

Permit Number _____

Property Information

Address		Suite #
PIN #		Zoning

Owner/Landlord Information

Name	
Address	
City, State, Zip Code	
Phone #	
Email	

Tenant Information (exactly as it will appear on your business license)

Business Name	
Address	
Zip Code	
Phone #	
Email	

Description of Use/Type of Business

Business Square Footage

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Date of Inspections

Fees

(Inspections can be scheduled as early as the next business day)	<input type="checkbox"/> Up to 9,999 sq ft \$205
	<input type="checkbox"/> 10,000 to 49,999 sq ft \$377
	<input type="checkbox"/> 50,000 sq ft & over \$727
	<input type="checkbox"/> Add'l Health Inspection \$88

FEE TOTAL

Person to notify when certificate of occupancy is ready (if different from applicant)

Name _____

Phone Number _____

Applicant's Printed Name _____

Company _____

Phone Number _____

Email Address _____

Signature

Your signature indicates your comprehension and acknowledgment of all application information