

City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Phone 847.432.0808 Fax 847.926.8885
Email: building@cityhpil.com

Letter of Intent for Occupancy

Form is required to be filled out in situations where:

- A new business is opening for the first time
- An existing business is relocating
- An existing business is changing ownership

\$150 Non-Refundable Occupancy Inspection Fee

*Please note: The City of Highland Park can assist prospective business owners in completing all documents needed to successfully open a business in Highland Park. Complete this form and include it as an attachment when applying for a Commercial Occupancy – LOI permit at the City’s online Civic Access Portal. **Upon receipt and passing the zoning and preliminary review your required Fire & Life Safety Inspection will be scheduled.***

Inspections are performed to confirm that the space is code compliant for basic life safety elements. Also know that a building permit may be required for any repairs, remodeling, or other renovations. Please be advised that all permits must be closed and all inspections must pass prior to occupancy of the space. At that time a Certificate of Occupancy will be issued allowing you to move in.

Once you receive your Certificate of Occupancy, please register your business with the Office of Business Development. For more information about Business Registration, please call the Office of Business Development at 847.926.1027, or visit them at City Hall, 1707 St Johns Avenue.

General Information:

Name of Proposed Business: _____

Retail Occupation Tax Number: _____

Address of Proposed Business: _____

Zoning District: _____

Name, Home Address & Phone # of New Tenant:

Name of Previous Tenant: _____

Name, Home Address & Phone # of Property Owner:

The selling of food, alcohol or tobacco will require one or more of the following licenses:

- | | | |
|--|----------------------------------|---------------------------------|
| Lake County Health Department Approval | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Highland Park Food Dispenser License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Tobacco Sales License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |
| Liquor License | <input type="checkbox"/> On File | <input type="checkbox"/> Needed |

Briefly describe any changes that will be made to the exterior: (please note that permits may be required; contact the Planning Division)

Signs: _____

Parking: _____

Landscaping _____

Refuse: _____

Façade Remodeling: _____

Briefly describe any changes that will be made to the interior: (please note that permits may be required; contact the Building Division)

Remodeling: _____

Electrical: _____

Plumbing: _____

Will a basement be used? If so, for what purpose? _____

Site Specific Information:

Gross Square Foot Area of Space to be used: _____ Occupancy Class (per IBC): _____

Gross Floor Area of Storage Space: _____ Current Use (per IBC): _____

Number of Employees: _____ Proposed Use (per IBC): _____

Date of Planned Opening: _____

What Type of Equipment will be used in Conjunction with the Occupancy? _____

What Type of Flammables will be used? _____

Maximum Occupant Load _____ (Architect's Calculation Must Be Received Prior To Issuance of Certificate of Occupancy)

Name of Proposed Use as Shown in the Table of Permitted and Conditional Uses, Article IV,

Chapter 150 (available on the City website under City Code): _____

Describe Proposed Business: _____

I/We, the undersigned, agree to comply with all the ordinances of the City of Highland Park. I/We agree to obtain and submit all required permits and plans, request all required inspections, and obtain a Certificate of Occupancy from the Building Department prior to opening for business.

Signature of Applicant: _____ Date: _____