

Letter of Intent for Occupancy

City of Highland Park



1150 Half Day Road
Highland Park, IL 60035

This form is required to be filled out in situations where:

- An existing business is changing owners
 - A business is opening for the first time
- \$150 Non-Refundable Filing Fee**

Please note: The City of Highland Park is happy to assist prospective business owners in completing all documents needed to successfully open a business in Highland Park. Please contact the Building Division at (847) 432-0808, or stop by 1150 Half Day Road, 2nd floor to make an appointment.

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 On File Needed

Highland Park Food Dispenser License On File Needed

Tobacco Sales License On File Needed

Liquor License On File Needed

Briefly describe any changes that will be made to the exterior:
Signs: _____
Parking: _____
Landscaping: _____
Refuse: _____
Façade Remodeling: _____

Briefly describe any changes that will be made to the interior:
Remodeling: _____
Electrical Work: _____
Plumbing: _____
Will a basement be used? _____

Site Specific Information:
Gross Square Foot Area of Space to be used: _____
Gross Floor Area of Storage Space: _____
Number of Employees: _____
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 the 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, call for all required inspections, request a final inspection 72 hours in advance of opening, and obtain a Certificate of Occupancy from the Building Department prior to opening for business.

Signature of Applicant: _____ **Date:** _____