

Building Address: _____ Suite #: _____ Permit #: _____

CERTIFICATE OF COMMERCIAL OCCUPANCY APPLICATION

SITE INFORMATION

Site Parcel #:	Property owner name:
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Property owner mailing address:	Zip code:
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Property owner email:	Property owner phone number:
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Will you be making structural interior or exterior changes to the site? Yes No If so, list the changes: _____

Additional plumbing fixtures added? Yes No If so, list the changes: _____

Have you applied for building permits? Yes No If so, when: _____

Square footage of space to be occupied by applicant: _____ SQ Number of parking spaces available to applicant _____

A Site Plan is required when submitting an application of Commercial Occupancy. Reference the attached example.

As APPLICANT for a Certificate of Commercial Occupancy and/or Business License, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

As BUILDING OWNER of the subject property, I certify that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

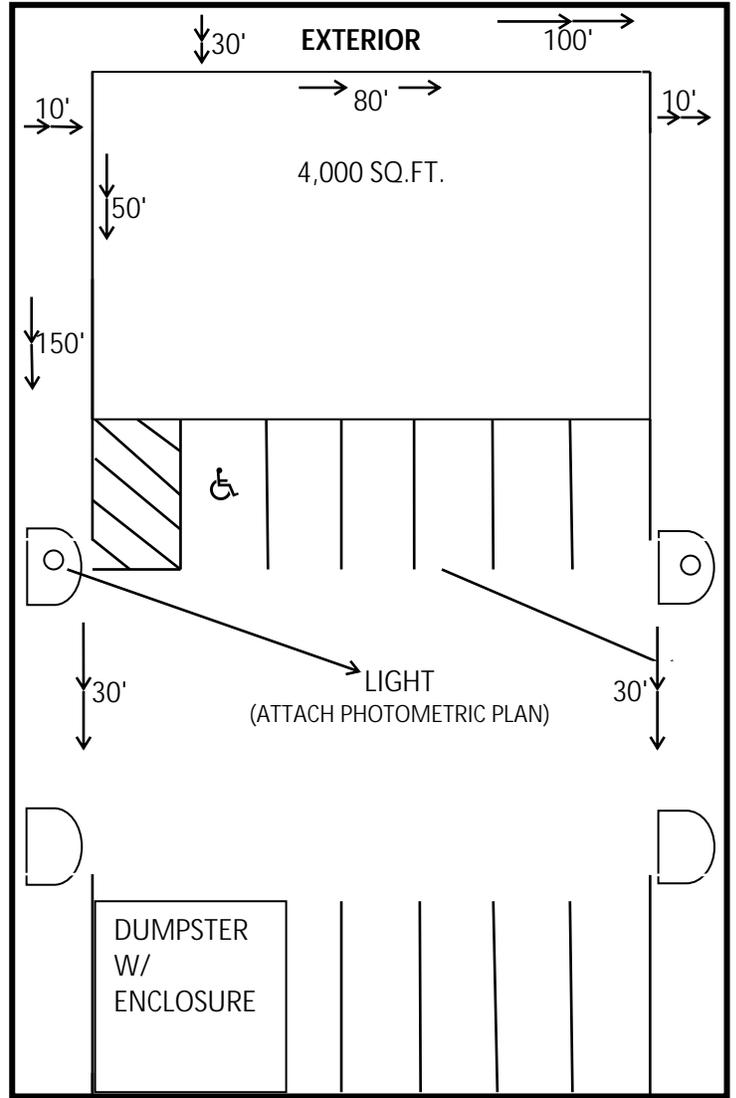
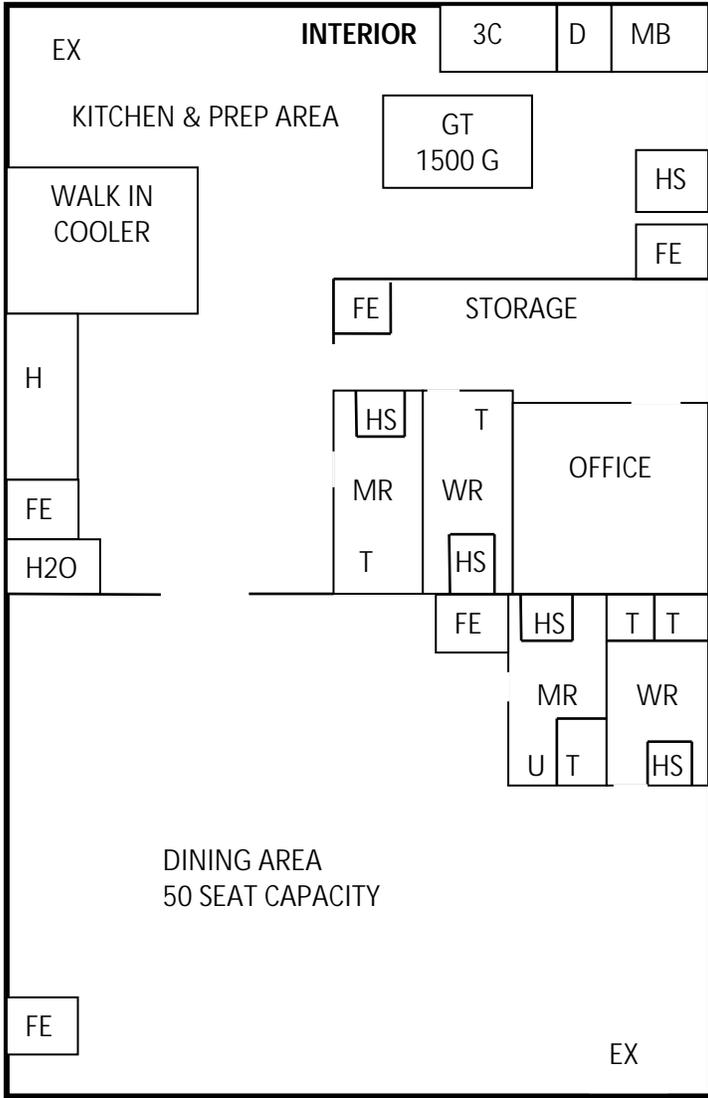
I, _____, (Printed name of building owner) certify under penalty of perjury that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I am authorized to and do consent entry onto the premises by City of Belleville employees for inspections of the premises.

Building owner signature

Date:

This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non refundable. This application will expire in 60 days from date of submittal.

SITE PLAN EXAMPLE



LOCATE KEY

HZ – Hazardous materials

EX – Exit doors

FE – Fire extinguishers

D – Dishwasher

H2O – Drinking fountain

GT – Grease trap (indicate size)

HS – Hand sink

MB – Mop basin

3C – 3 compartment sink

H – Hood system

L – Lavatory

MR – Men's restroom

FR – Female restroom

HCR – Handicap accessible restroom

U - Urinal

T - Toilet

WB – Hair wash basin

PB – Pedicure basin

Business address: _____

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SITE PLAN

INTERIOR

EXTERIOR

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Additional notes:

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This page MUST be submitted with the full packet of the Commercial Occupancy application.

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ECONOMIC DEVELOPMENT, PLANNING & ZONING DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Zoning District: _____ Ward: _____ Area of Special Control: Yes No

Historical District: Yes No TIF District: _____ Enterprise Zone: Yes No

Notes: _____

Staff approved: _____ Date: _____

WASTE WATER DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Additional Tap Fee \$ _____

Staff approved: _____ Date: _____

FIRE DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

BUILDING DEPARTMENT: (Property, Electrical, Plumbing, Mechanical)

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

TREASURER'S DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

MAYOR'S OFFICE:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

ALL DEPARTMENTS LISTED MUST SUBMIT APPROVAL/DENIAL TO THE ECONOMIC DEVELOPMENT, PLANNING & ZONING OFFICE.