



## CITY OF NAPERVILLE

### Transportation, Engineering, & Development (T.E.D.) Business Group

#### **APPLICATION INFORMATION: BUSINESS OCCUPANCY PERMIT**

A Business Occupancy permit is issued for new businesses that are assuming a tenant space, but are not performing any modifications to the building. A change in business name or ownership requires application for a Business Occupancy permit.

#### **APPLICATION REQUIREMENTS**

The following items must be submitted when applying for a Business Occupancy permit:

- A. A completed and signed application form.
- B. A Letter of Intent for occupancy of an existing tenant space
- C. Naperville Police and Fire Emergency Contact Information Form
- D. Addendum to Application: IAC Fees, if applicable.
- E. Anyone selling any tobacco products or hookahs must have a cigarette/tobacco/hookah license. Visit the [Community Services Department](#) for more information and [apply online](#).
- F. New liquor businesses, changes to an existing business, ownership changes and special events involving liquor must be reviewed by the Liquor Concept Committee. Schedule a meeting with the Mayor's Office, at (630) 548-2983. Review all prerequisites and required forms [online](#).

#### **APPLICATION REVIEW AND APPROVAL**

All documents must be legible and complete. The items listed in "Application Requirements" must be included as part of your application. Omission of any of these items will delay the approval of your application for permit. The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the main entrance of the business for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your records.

## **INSPECTIONS**

The following departments require an inspection prior to opening for business. It is the applicant's responsibility to request the inspection.

1. **Naperville Inspection Dispatch** will need to perform a Final Occupancy Inspection. Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 (Option 1) Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed 1-2 pm daily) A minimum of 72 hour notice is requested. If you find you must cancel an inspection please notify inspections in advance to ensure that you will not incur additional fees. You may reschedule the re-inspection at the time of cancellation.
2. **Naperville Fire Department** provides inspections for fire alarms or fire suppression systems. Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 (Option 1) Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed 1-2 pm daily)
3. **The County Health Departments** require inspections for many businesses including restaurants, food preparation, childcare, senior care, and tanning salons. Contact the DuPage County Health Department at 630-682-7400 or the Will County Health Department at 815-727-8480 for additional information. Proof of application or correspondence with the Health Department will be required prior to issuance of the Business Occupancy permit.



## **LOCAL TAXES**

All businesses that are required to pay Food & Beverage, Hotel/Motel and/or Local Gas taxes must complete an online registration form. The form is located on the city's Help Center which can be accessed at: <https://napervilleil.mycusthelp.com/webapp/rs/supporthome.aspx>. Select "Submit a Request" and fill out the "Local Tax Registration Form". If you have any questions related to Naperville's local business taxes, please contact the Finance Department at 630-420-6059.

## **FEES**

See Building Permit Fee Schedule.

## **CONTACT INFORMATION**

### Inspection Dispatch

Monday-Friday, 8 am to 4 pm (**Closed daily 1 pm-2 pm**)  
630/420-6100 Option 1

### Development Services Counter

Monday-Friday, 8 am to 5 pm (**Closed daily 1 pm-2 pm**)  
630/420-6100 Option 2



**CITY OF NAPERVILLE**  
**TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP**

**TENANT BUILD-OUT PERMIT APPLICATION**  
**BUSINESS OCCUPANCY PERMIT APPLICATION**  
**COMMERCIAL MISCELLANEOUS APPLICATION**

This application form is used for occupancy or alterations to an existing commercial building or tenant space. Tenant build-out projects require complete plans, with specifications, stamped and approved by an Illinois-licensed architect or structural engineer in accordance with the Illinois Professional Architects Act.

**COMMERCIAL PROJECT/BUSINESS NAME:** \_\_\_\_\_

**PREVIOUS BUSINESS NAME:** \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE # \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

**DESCRIBE THE PROPOSED CONSTRUCTION:**

**ESTIMATED COST OF WORK \$** \_\_\_\_\_

**DIMENSIONS OF TENANT SPACE:** \_\_\_\_\_

NUMBER OF STORIES \_\_\_\_\_

NUMBER OF UNITS \_\_\_\_\_

SQ. FT. OF TENANT SPACE \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**PROJECT CONTACT PERSON**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**GENERAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**ELECTRICAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ NAP REG # \_\_\_\_\_

EMAIL \_\_\_\_\_

**PLUMBING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ IL LIC # \_\_\_\_\_

EMAIL \_\_\_\_\_

**SEWER/WATER CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ IL LIC # \_\_\_\_\_

EMAIL \_\_\_\_\_

**ROOFING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ IL LIC # \_\_\_\_\_

EMAIL \_\_\_\_\_

**INSPECTION BILLING INFORMATION:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**KEYHOLDER CALL LIST**

(Required by Police and Fire Emergency Services)

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
2. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
3. Name \_\_\_\_\_ Phone # \_\_\_\_\_

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE. (Please initial here.) \_\_\_\_\_

I UNDERSTAND THAT THIS PROJECT MAY BE SUBJECT TO CITY OF NAPERVILLE ROAD IMPACT FEES AND/OR ROAD IMPACT FEES FOR DU PAGE COUNTY OR WILL COUNTY IN ILLINOIS. I FURTHER UNDERSTAND THAT THE DU PAGE COUNTY FEE (if applicable) MUST BE PAID AND THE RECEIPT FOR SAME SUBMITTED PRIOR TO THE ISSUANCE OF A FULL BUILDING PERMIT. ALL OTHER IMPACT FEES MUST BE PAID PRIOR TO THE ISSUANCE OF ANY TYPE OF OCCUPANCY PERMIT. (Please initial here.) \_\_\_\_\_

SIGNATURE OF APPLICANT *(Always Required)* \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER/AGENT *(Always Required)* \_\_\_\_\_ DATE \_\_\_\_\_

***The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.***



**CITY OF NAPERVILLE**  
**Transportation, Engineering, & Development (T.E.D.) Business Group**

**LETTER OF INTENT FOR BUSINESS OCCUPANCIES**

This Letter of Intent form must be provided for any business that will occupy a new space, modify their existing space, or change the name or ownership of their existing business. This form provides staff with an overall picture of the scope of proposed changes to ensure that we can provide accurate information to get your business open and operating as quickly as possible.

**PROPOSED BUSINESS:**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Maximum Number of Occupants: \_\_\_\_\_

Number of Service Vehicles: \_\_\_\_\_

**EXISTING/PREVIOUS TENANT (FOR NEW OCCUPANCIES):**

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**EXISTING BUILDING:**

Property Management Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Gross floor area of tenant space (sf): \_\_\_\_\_ Gross floor area of entire building (sf): \_\_\_\_\_

Total floors in the tenant space: \_\_\_\_\_ Is there basement in the tenant space? \_\_\_\_\_

Is there a fire sprinkler system? \_\_\_\_\_ Is there a fire alarm system? \_\_\_\_\_

Existing electric panel capacity (Amps): \_\_\_\_\_

Number of restrooms: Men's: \_\_\_\_\_ Women's: \_\_\_\_\_ Non-gender specific: \_\_\_\_\_

**PROPOSED IMPROVEMENTS:**

Describe interior improvements or modifications:

Remodeling: \_\_\_\_\_

Decorating: \_\_\_\_\_

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Heating & Air Conditioning: \_\_\_\_\_

What type of additional equipment will be required?

Describe exterior improvements or modifications:

Signage: \_\_\_\_\_

Parking: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Remodeling: \_\_\_\_\_

Additional information about proposed building improvements or business operations:

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# NAPERVILLE POLICE AND FIRE EMERGENCY CONTACT INFORMATION FORM



You are receiving this form because we have noticed there are no contacts or keyholders listed for your location. The information you provide on this form is vital in the event of an emergency. Each business is required to have an owner or authorized agent and keyholder able to respond if needed with the Police and Fire Department. It is your responsibility to notify us of any change in the type of alarm or names and telephone numbers of keyholders. All information is confidential and is only used in case of an emergency at your business.

**NAPERVILLE BUSINESS NAME:**

**NAPERVILLE BUSINESS ADDRESS:**

**NAPERVILLE BUSINESS PHONE:**

	<b>KEYHOLDER NAME</b>	<b>PHONE</b>	<b>EMAIL</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

**LIST CONTACTS IN ORDER OF PREFERENCE**

**\*\*PLEASE PRINT CLEARLY\*\***

Return form to the Naperville Fire Department, 1380 Aurora Avenue, Naperville, IL 60540 or email at [FireInspections@naperville.il.us](mailto:FireInspections@naperville.il.us). Please call 630-420-6756 for inquiries.



## **CITY OF NAPERVILLE**

### **Transportation, Engineering, & Development (T.E.D.) Business Group**

#### **BUILDING DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION

- **Door Hardware (no dead bolts ADA)**
- **Thresholds ADA**
- **Emergency signs working (Exit & EM Lights)**
- **Electric Panel \_\_\_Directory Updated**
- **Post Addresses (Front and Back Doors)**
- **Post Suite Numbers**
- **Transaction Counters**
- **Exhaust Fans Working**
- **Bathroom Signage**
- **Bathroom Wall Finishes (see note below)**
  - Back and side walls within 24" of a toilet & 24" beyond the face of the bowl or sink must be made of a smooth, hard, or nonabsorbent surface (**not paint**) and be 48" in height from the floor.



## UNISEX SINGLE USER RESTROOM SIGNAGE

All single-occupancy restrooms shall be outfitted with exterior signage indicating all-gender or gender-neutral as per Illinois Plumbing Code 890 Appendix A Table B & Illinois HB3589.

In accordance with Section 25 of the Equitable Restrooms Act, each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender.

Therefore, the text on the signage should state either “Restroom” or “All Gender Restroom” and shall not identify by text or symbol any specific gender. The symbol included on the signage should represent a restroom, i.e., a toilet and may include additional symbols identifying the international symbol for access and/or a baby changing station. Some examples of acceptable and unacceptable signage and symbols are shown below.





## **CITY OF NAPERVILLE**

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### **NAPERVILLE FIRE DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION:

- **EXIT LIGHTS MUST BE INSTALLED OVER EACH EXIT DOOR AND FUNCTIONING PROPERLY.**
- **EMERGENCY LIGHTS MUST BE INSTALLED AND FUNCTIONING PROPERLY.**
- **FIRE EXTINGUISHERS MUST BE MOUNTED PROPERLY AND SERVICED AND TAGGED WITH THE CURRENT YEAR. BRAND NEW**
- **EXTINGUISHERS REQUIRE SERVICE TAGS.**
- **THE ADDRESS, INCLUDING SUITE NUMBERS MUST BE DISPLAYED ON THE FRONT/REAR DOOR.**
- **THE FIRE ALARM SYSTEM MUST BE UP TO CODE THROUGHOUT THE ENTIRE BUILDING. PLANS SHALL BE SUBMITTED TO THE FIRE DEPT. AND A PERMIT IS REQUIRED PRIOR TO ANY ALTERATIONS OR INSTALLATIONS. A REQUIREMENTS BOOKLET IS AVAILABLE FROM THE FIRE DEPARTMENT.**
- **THE FIRE ALARM SYSTEM SHALL BE MONITORED BY AN APPROVED MEANS AS OUTLINED IN OUR REQUIREMENTS BOOKLET, PRIOR TO THE INSPECTION.**
- **A FIRE ALARM TEST SHALL BE REQUIRED AT THE TIME OF INSPECTION.**
- **THE HOOD/DUCT SYSTEM MUST BE SERVICED AND TAGGED WITH THE CURRENT YEAR. THIS SYSTEM SHALL MEET ALL CURRENT STANDARDS.**
- **NEW KEYS SHALL BE INSTALLED IN A LOCK BOX.**