



# 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: \_\_\_\_\_

Additional information about proposed building improvements or business operations (describe business):

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

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

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

Total Number of Parking Spaces on the Property: \_\_\_\_\_

#### **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: \_\_\_\_\_

Number of plumbing fixtures: Drinking Fountains: \_\_\_\_\_ Utility Sinks (Mop Sinks): \_\_\_\_\_

**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: \_\_\_\_\_

**APPLICANT:**

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

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

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