



VILLAGE OF SKOKIE

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Community Development Department
Building & Zoning Division
5127 Oakton St. 1st Floor, Skokie, IL 60077
Phone (847) 933-8223 • Fax (847) 933-8230

(Please Type or Print Clearly and Complete All Sections)

GENERAL INFORMATION

Date of Application _____

Purpose of Application:

New Business _____ Change of Ownership _____ Relocation (within Village) _____

On which date do you intend to open or did you first open? _____

Will there be any construction or interior demolition? Yes _____ No _____

BUSINESS INFORMATION

Name of Business _____

Address _____ Suite or Unit # _____

Skokie, IL Zip Code _____ Business Phone # _____

Business Website _____ Total Square Footage of Tenant Space _____

BUSINESS OWNER INFORMATION

Full Name _____ Title (CEO, manager, etc) _____

Address _____ City/State/Zip _____

Email Address _____ Cell Phone # _____

Driver's License or State ID # _____ State _____

BILLING INFORMATION

Contact Name _____ Title (Manager, Accountant, etc) _____

Billing Address _____ City/State/Zip _____

Email Address _____ Phone # _____

For Office Use Only:

Application # _____ Inspection Date & Time _____

Building Permit # _____ Land Use _____

Zoning District: _____ Use: Per. _____ Spec. _____ Not Per. _____ Rest. _____

Parking Analysis Required _____ Zoning Board of Appeals / Plan Commission Approval _____

ADDITIONAL BUSINESS INFORMATION

Type of Business _____

Please describe the day-to-day activities of your business:

If this application is for a clinic, healthcare or outpatient care facility, please provide the Medical Director’s information on a separate sheet of paper.

SPECIFIC BUSINESS INFORMATION

Numbers of Employees at this Location _____ Federal Employer Identification Number (FEIN) _____

Is your business a non-profit institution? Yes _____ No _____ Religious assembly/services on site? Yes _____ No _____

Number of amusement devices or vending machines: Amusement _____ Vending _____

Do you manufacturer on site? Yes _____ No _____ Do you sell at wholesale on site? Yes _____ No _____

Will you be storing or wholesaling food on site? Yes _____ No _____

Retail goods or service(s) provided on site? Yes _____ No _____ IL Retailers Occupation Tax Number _____

Will food be prepared or sold on site? Yes _____ No _____ Number of Tables and Seats (Food Service Uses Only) _____

Will liquor be sold from the premises? Yes _____ No _____

Will cigarettes, tobacco or vaping products be sold from the premises? Yes _____ No _____

FIRE DEPARTMENT INFORMATION

Fire Alarm System: Yes _____ No _____ Fire Sprinkler System: Yes _____ No _____

***A copy of the annual alarm and or sprinkler test is required to be on site at the time of inspection.**

PROPERTY INFORMATION

Property Owner _____ Phone # _____

Address _____ City/State/Zip _____

Email Address _____ Single or Multiple Tenant(s) Site _____

Driver’s License or State ID # _____ State _____

Number of Parking Spaces on Site _____ Name and Use of Prior Business (If Known) _____

BUSINESS OWNER SIGNATURE _____ **DATE** _____

PROPERTY OWNER SIGNATURE _____ **DATE** _____

EMERGENCY CONTACT INFORMATION

Please list the emergency contact information for any person who can access the tenant space after normal business hours.

PRIMARY BUSINESS CONTACT (OTHER THAN BUSINESS OWNER)

Full Name _____ Email Address _____

Home Address _____ City/State/Zip _____

Daytime Phone # _____ Cell Phone # _____

ALTERNATE CONTACT

Full Name _____ Email Address _____

Home Address _____ City/State/Zip _____

Daytime Phone # _____ Cell Phone # _____

Fee Schedule: (Application fees are based upon the gross floor area of your tenant space)

All uses except within the Southeast Industrial District

Uses located within the Southeast Industrial District
(South of Oakton St and east of Hamlin Ave only)

Less than 1,001 sq. ft.	\$ 225.00	Less than 1001 sq. ft.	\$ 425.00
1,001 to 3,000 sq. ft.	\$ 250.00	1,001 to 3,000 sq. ft.	\$ 450.00
3,001 to 10,000 sq. ft.	\$ 300.00	3,001 to 10,000 sq. ft.	\$ 500.00
10,001 to 100,000 sq. ft.	\$ 400.00	10,001 to 100,000 sq. ft.	\$ 600.00
Over 100,000 sq. ft.	\$ 700.00	Over 100,000 sq. ft.	\$ 900.00

***The fee for a certificate of occupancy obtained subsequent to the occupancy shall be double what the cost of the certificate of occupancy would have been.**