

# City of Crystal Lake Engineering and Building Department

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For your convenience, below is a list of common questions that will provide information to help expedite your Certificate of Occupancy or final inspection.

## **OCCUPANCY APPLICATION**

- New tenant in existing building.       New tenant in existing building with alterations.       New tenant in new building.       Unit or Space # \_\_\_\_\_
- IBT # (IL Business Tax #) \_\_\_\_\_       Proposed move-in date: \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Address of New Business: \_\_\_\_\_       Square footage of business \_\_\_\_\_
- Business Owner Name: \_\_\_\_\_
- Business Owner Phone: \_\_\_\_\_
- Property Owner Name: \_\_\_\_\_
- Type of proposed business use – **be specific**-, if an office – what type of service – if retail, what products; if manufacturing – what products. \_\_\_\_\_
- Number of Employees: \_\_\_\_\_       Number of Bathrooms: \_\_\_\_\_       Number of Exits: \_\_\_\_\_
- Total number of parking spaces for building: \_\_\_\_\_       Number of parking spaces for this business: \_\_\_\_\_
- Number of vending machines proposed inside or outside (outside requires SUP): \_\_\_\_\_
- Number of amusement/game machines proposed (licenses required): \_\_\_\_\_
- Will vehicles be stored on site? \_\_\_\_\_ If so, where? \_\_\_\_\_
- A separate permit is required for parking lot sealing/restriping. Are parking lot changes proposed? \_\_\_\_\_
- Does your business sell/serve food to the public? \_\_\_\_\_ If so contact the McHenry County Health Department at 815-334-4585 for additional requirements.
- Does your business sell/serve alcohol? \_\_\_\_\_ If so, contact the City Manager's Office at 815-459-2020.

### **Please initial to acknowledge the following items:**

- No outdoor storage is permitted with out a Special Use Permit. \_\_\_\_\_
- All outside dumpsters shall be located within dumpster enclosures (permit required for new enclosure). \_\_\_\_\_
- A separate permit is required for many improvements including rooftop mechanical units and screening. \_\_\_\_\_
- A temporary sign permit is required with specific restrictions for all temporary signs including banners. The permit is required in advance of any temporary sign display. \_\_\_\_\_
- Permanent signs require a separate submittal, permit and owner authorization. \_\_\_\_\_

### **NO BUSINESS SHALL BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY OR APPROVED FINAL INSPECTION.**

\_\_\_\_\_  
Signature-Business applicant or agent  
Responsible for above requirements.

\_\_\_\_\_  
Printed Name – Business applicant or agent

\_\_\_\_\_  
Date

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### **OFFICE USE ONLY:**

Zoning: \_\_\_\_\_ Approved \_\_\_\_\_ Denied: \_\_\_\_\_ Permit \_\_\_\_\_ SUP \_\_\_\_\_

Comments: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_