



ISO Class 2

ORLAND FIRE PROTECTION DISTRICT

Administration Center

9790 West 151st Street • Orland Park, IL 60462

708/349-0074 • Fax 708/349-0354

www.orlandfire.org

Board of Trustees:

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Michael Schofield

FIRE DEPARTMENT CHECK LIST FOR NEW TENANTS

- FIRE EXTINGUISHERS:** Must be of a 4-A 60-BC Rating, (Dry chemical)
A minimum of one is required. More may be added; depending on size and number of exits. Locate within 5' of exit doors.
- AUTOMATIC FIRE ALARM BUILDINGS:** Utilizing smoke detectors and manual pull stations.
S.D required in every enclosed room, closet, or combustible space. Pull stations at every exterior exit. Audio/visual alarms are required. Pull stations may be required.
- SPRINKLERED BUILDINGS:** Utilizing fire sprinkler, a sprinkler head is required to cover 100% of the floor area. A minimum of 1 head is required in every room, closet, or combustible space.
- TENANT SPACE STROBE LIGHT:** A strobe light may be required at store front, connected to the smoke detector/heat detector, kitchen hood, system or sprinkler water flow to identify problems in your space.
- KEYLESS LOCK SETS FOR EGRESS:** No keyed locks on the egress side are allowed. No slide bolts, flush bolts, latches or hasps are allowed either. The exterior side of the door may be key locked.
- EXIT SIGNS:** Must be dual voltage with battery back-up.
- EMERGENCY LIGHTING:** Must cover the egress paths leading to exits.
- ADDRESS/SUITE NO:** The letters of numbers must be 6" high on a building exterior for tenants, and 4" minimum, for interior hallway tenants.
- SUPERVISION:** All alarms and sprinkler systems are to be connected to the Orland Fire Protection Dispatch Center.

COMMERCIAL OCCUPANCY PERMIT RULES & REGULATIONS

Permit Number (Completed by Village)

THIS HANDOUT IS ONLY A GUIDE, ALL APPLICABLE VILLAGE CODE AND LAND DEVELOPMENT CODE ORDINANCES APPLY.

Applies to:

- Occupancy by New Tenants
- Change of Ownership for existing buildings
- Change of Ownership for existing businesses

Permit Fees:

Village Code, Title 5, Chapter 2

The Village of Orland Park Development Services Department allows occupancy for spaces within existing buildings with the following conditions:

- Occupancy and Building applications must be completed and submitted for review.
- Furniture layout and property site plan are required.
- Zoning Permit is required to review that an intended use is allowed in it's zoning district in accordance with the Village Land Development Code.
- Building License Application is required.
- Final Occupancy Inspection approval to verify minimum fire, life safety, exiting, accessibility to environmental limited persons, and health hazard conditions.
- Sign permits require a separate sign permit application. Contact Kryz Kociolek at (708) 403-6223 for sign permit information and fees.
- Business Licenses are required per Title 7, Chapter 2 of the Village Code. Fee is based on square footage, and the number of health inspections required for any food service. Contact Michelle Balsamo at (708) 403-6225 for license applications and fee information.
- Massage Therapy Establishments require a Police background check and approval before a Certificate of Occupancy and Business License can be issued. Contact the Orland Park Police Department at (708) 349-4945 for an application and more information. All Massage Therapists are required to be licensed by the State of Illinois.

Separate Licenses and Applications are also required for:

- Vending Machines (including inside employee break rooms)
- Juke Boxes
- Amusement Devices
- Sale of Tobacco
- Liquor Licenses
- Massage Services

Required Inspections:

Final Building, Electrical, Plumbing, Mechanical and Fire inspections are required before Certificate of Occupancy and Business License are issued. Health inspections will be required if applicable.

1. Inspection requests can be faxed to (708) 403-6215, submitted online using the Online Inspection Request Form, emailed to developmentservices@orlandpark.org, mailed in or submitted in person to the Development Services Department.
2. Inspection requests cannot be taken over the phone and cannot be taken for same day inspections.
3. Inspection requests must be submitted by 4pm to schedule for the next business day.
4. Inspection requests submitted on a Friday after 4PM or on Saturday or Sunday will be scheduled the following Tuesday.



Development Services Department

14700 Ravinia Avenue • Orland Park, Illinois 60462

Phone (708) 403-5300 • Fax (708) 403-6215

Email: developmentservices@orlandpark.org • www.orlandpark.org

OCCUPANCY PERMIT APPLICATION - NO WORK

Permit Number (Completed by Village)

The Freedom of Information Act (FOIA)

Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

Part I General Information, Part II Property Information. Includes fields for Application Date, Building Use, Tenant Type, Description of Business, Address, Lot/Space/Unit/Suite/Apt #, Zip Code, Subdivision, Property Index Number(s) PIN, Total Building Area (SF), Total Space Area (SF).

Part III Tenant and Property Contact Information. Includes sections for Tenant, Property Owner, and Other Applicant, with fields for Business Address, Business Email, and Business Phone.

Part IV Terms, Conditions and Requirements

APPLICABLE VILLAGE CODES

This permit is granted on the express condition that the said occupancy shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the occupancy and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.

PERMIT POSTING

Permit shall be posted and displayed on the job site until final approval has been issued by the Village.

INSPECTION REQUESTS

The Development Services Department requires inspections and approvals of construction trades prior to any concealment of work regulated by the Village Codes. Typical inspections include but are not limited to:

- 1. Final Building, Electrical, Plumbing, Mechanical and Fire inspection prior to any use or occupancy (Village Code Title 5, Chapter 1).
2. Health inspections, if applicable

INSPECTION NOTIFICATION TIMING

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CERTIFICATE OF OCCUPANCY

After final inspections have been approved, a Certificate of Occupancy may take up to 7 days for processing. Property/Title closings must account for time needed to monitor any legal agreements, and Departments signoffs for occupancy approvals.

ERRORS AND OMISSIONS

No error or omission in any permit application, plans or documents approved by the Village, shall not relieve the land owner, agent or representatives to violate any adopted ordinance or code provisions. After reading these permit application terms, the undersigned fully understands the terms, the undersigned fully understands the terms and declares to the best of the knowledge and belief of the undersigned, that statements made are true.

Part V Signatures

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to occupy the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Applicant Name, Signature of Applicant, Date

Part VI Village Approvals

Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.

FEE \$

Print Building Official Name, Signature of Building Official, Date

Additional forms or handouts may be required.

Revised September 14, 2016

