



# Development Services Department

14700 Ravinia Avenue • Orland Park, Illinois 60462

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

Email: [developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org) • [www.orlandpark.org](http://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
Application Date	Value of Work: \$0	Address	
Building Use	Retail    Office    Industrial    Kiosk	Lot/Space/Unit/Suite/Apt #                      Zip Code	
Tenant Type	New    Existing	Subdivision	
Description of Business		Property Index Number(s) PIN	
		Total Building Area (SF), if available	
		Total Space Area (SF)	

Part III	Tenant and Property Contact Information <small>(Please check to indicate primary contact for this permit application)</small>	
<b>Tenant</b>	Business Address	Business Phone
	Business Email	
<b>Property Owner</b>	Business Address	Business Phone
	Business Email	
<b>Other Applicant</b> <small>(Specify Role)</small>	Business Address	Business Phone
	Business Email	

## 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:

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

### INSPECTION NOTIFICATION TIMING

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

### 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
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## 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
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Additional forms or handouts may be required.

Revised September 14, 2016