



## [Building and Zoning \(cookcountyil.gov\)](http://cookcountyil.gov)

### RULES FOR ESTABLISHMENT OF BUSINESS OCCUPANCY

Please address the following requirements with respect to your Business Occupancy application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: [intake.bnz@cookcountyil.gov](mailto:intake.bnz@cookcountyil.gov). If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Please mail the paper copy along with the fee to above address Attn: Rubina Alam, Zoning Administrator.

1. **Complete application** on page 2 of this document.
2. **Plat of survey** less than five (5) years old; sealed and certified by an Illinois Registered Land Surveyor.
3. One digital copy of **Proof of Ownership** must accompany each application
  - Copy of recorded Title Policy **or**
  - Copy of recorded Deed **or**
  - Copy of the lease from the owner of the property
4. Submit a **detailed explanation** of the type of business you are proposing to establish. This explanation should include, but not limited to, the following information: The hours of operation, number of employees and the number of vehicles to be used in conjunction with the business; provide a sketch that contains a count of the number of existing parking spaces at the property site.
5. **Fee of \$250** to be paid upon submittal of this request. An email with invoice will be sent to be paid online at [Public Payment Portal | Cook County Government, Illinois \(cookcountyil.gov\)](#) or Check made payable to Cook County Collector along with the invoice stub can be mailed to our office.

#### Permit Required

- If doing any interior remodeling, one digital set of **architectural plans**, sealed and signed by an Illinois registered architect or structural engineer.
- If doing any electrical work, a **letter of intent** from the registered electrical contractor must be submitted detailing work to be done.
- If doing any plumbing work, a **letter of intent** from the registered plumbing contractor must be submitted detailing work to be done.

**NOTE:** If occupying an existing structure and no such work is being done, a **notarized statement** that “no interior or structural changes have been made to the business establishment, and no electrical work or plumbing work is being done at the subject site.”

- If a new sign is needed, any identification/advertising sign/s must also secure permits. Requirements for sign permits (or face change of the sign) can be requested from the Department of Building and Zoning.
- If no new sign is needed, a **notarized statement** that “no new sign is needed.”

#### Outside Agency approval/waiver requirements:

- If the business is a food establishment, such as restaurants and cafes that prepare and sell food as part of its operation, plans must also bear stamped approval from the Cook County Public Health Department, Food Program Manager. Please also get Public Health Department inspection and approval.  
<https://www.cookcountypublichealth.org/environmental-health/food-safety-resources/>  
<http://www.cookcountypublichealth.org/permits-and-licensing/food-permits>
- If the property is served by well and septic and has been closed for a period of twelve months or more, you must submit proof of adequacy for the existing septic and well. Please contact Cook County Public Health Department for additional information. (847-818-2841) <http://www.cookcountypublichealth.org/permits-and-licensing>
- **Letter of approval/waiver** from local fire department with the occupancy number.

DEPARTMENT OF BUILDING AND  
ZONING  
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher  
COMMISSIONER OF BUILDING AND ZONING  
OF COOK COUNTY



County Administration Building  
69 W. Washington, Suite 2830  
Chicago, IL 60602-3169  
TEL (312) 603-0500  
FAX (312) 603-9940  
TDD (800) 526-0857

## RULES FOR ESTABLISHMENT OF BUSINESS OCCUPANCY

Business Name – <i>Include both legal incorporation name and doing-business-as (d/b/a) name.</i>				
Business Address – <i>Location of the applicant's primary office, where the applicant receives physical mail</i>				
City	State	Zip	Phone	Email
Establishment Name – <i>Display name of business at Establishment Address; may be the same as d/b/a name.</i>				
Establishment Address – <i>Location to be certified for business occupancy, not necessarily the same as the Business Address</i>				
City	State	Zip	Phone	Email
Property Owner's Name – <i>Include both the corporate ownership entity and a primary contact person.</i>				
Property Owner's Address – <i>Not necessarily the same as the Establishment Address, where the property owner receives physical mail</i>				
City	State	Zip	Phone	Email
Intended Use of Establishment				
Real Estate Tax Number		FEIN #	GBL#	
New Structure? Yes _____ No _____	If it is an existing structure, please answer the following questions: 1. Is the property served by sewer & water or septic & well? _____ and _____ 2. Has the establishment been closed for a period of twelve (12) months or more? Yes _____ No _____			
Name, daytime phone, and email address of person who can be reached to arrange a Task Force Inspection of the Establishment Address location:				
Applicant Signature			Date	

**\*\*\*OFFICE USE ONLY\*\*\***

Task force Inspection Date	B	P	E	H	ELEVATOR Y N # _____	Sign: Yes No # _____ Electrical: Yes No Size: _____
Application fee: Yes _____ No _____ Check #: _____				ZONING:		
Remarks:						

\_\_\_\_\_  
Approved by Commissioner

\_\_\_\_\_  
Date