



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181-2696

COMMUNITY DEVELOPMENT DEPARTMENT
Director • Shubhra Govind

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APPLICATION FOR CERTIFICATE OF OCCUPANCY

Notice to Applicant

Application is hereby made for a Certificate of Occupancy as required under the Villa Park Zoning Ordinance for the use of building and land. In making this application, the applicant represents all of the following information is a true description of the proposed new use or altered use or uses. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach or representations or conditions.

The applicant is hereby advised that it is a violation of Section 6.6. of the Villa Park Zoning Ordinance to occupy buildings or land in the following instances without first having been issued a certificate of occupancy:

1. Occupancy and use of a building newly constructed or enlarged;
2. Change in use of an existing building;
3. Change in use of vacant land;
4. Change in use of land to a different classification;
5. Any change in the use of a nonconforming use and
6. Any change of ownership of an existing business or new business

THIS IS ONLY THE APPLICATION FORM. YOUR BUILDING AND/OR LAND IS NOT TO BE OCCUPIED IN THE ABOVE-CITED CASES UNTIL APPLICATION HAS BEEN MADE, AN INSPECTION HAS OCCURRED, ANY REQUIRED MODIFICATIONS ARE ACCOMPLISHED AND THE FORMAL CERTIFICATE OF OCCUPANCY IS SIGNED AND ISSUED.

APPLICATION FEES

An application fee is to be paid at the time the Certificate of Occupancy application is submitted to the Community Development Department and is based on the following square footage requirements:

Under 5,000 square feet	\$75.00
5,000 – 10,000 square feet	\$100.00
Over 10,000 square feet	\$100.00 plus \$2.00 per 1,000 sq. ft. over 10,000 sq. ft.