



Village of Buffalo Grove
Building and Permitting Division

Zoning and Use Form

ZONING USE APPROVAL ONLY (no other information verified or approved)

TYPE OF USE: _____

Name of Company: _____

Name of Corporation: _____

Site Address (including suite no.): _____

1. Please attach a letter that gives a *detailed* description of this company and its operation within this location. This letter must be signed by the business owner and dated. Along with this letter, please provide a listing of all special equipment, chemicals, or compressed gases stored on or used on site. In addition, provide Material Safety Data (MSD) sheets for the chemicals and a listing of the maximum amounts to be stored at this site.

2. Ownership/Leasing Information:
Own the Property: _____ Existing Buffalo Grove Business _____ New Location _____
New Lease from Property Owner/Management Co.: _____
Type of Business Previously Occupying This Space: _____
Sublease from Existing Tenant: _____
Existing Tenant is: _____
Sublease from Prior Tenant: _____
Prior Tenant was: _____
This is an expansion ___ or reduction ___ of our current space by _____ sq. ft.
Total sq. ft. of space _____.

3. Type of Business: Professional Services: _____ Dining/Catering: _____
Retail: _____ Other: _____

4. Total No. of Employees: _____ No. of Employees Per Shift: _____
Total Sq. Ft. of Space: _____ Office/Storage: _____ Warehouse/Storage: _____

5. Does your business operate at more than one location in Buffalo Grove? _____
What is the address of the additional location(s): _____

6. \$150.00 Certificate of Occupancy fee due PRIOR to inspection and Certificate issuance.

BUSINESS LICENSE INFORMATION:

A Business License Application *must* be completed before your Certificate of Occupancy and/or business license will be issued. Please contact Julie Dziewior, Village of Buffalo Grove, 50 Raupp Boulevard, Buffalo Grove, IL. 60089. Phone: (847) 459-2500 for more information.

Person responsible for obtaining the Business License:

Business Owners Name: _____
Owners Address (Not Business Location): _____
City/Zip: _____
Phone: _____ E-mail: _____
Sales or Occupation Tax # _____

ZONING AND USE FORM REQUIREMENTS

The Building and Permitting Division requires a completed Zoning and Use Form with all new non-residential building permits and business license requests.

Required:

Please complete the attached Zoning and Use Form. This form is required to be submitted and approved prior to review of any permit applications or plan review.

A \$150.00 Certificate of Occupancy fee is due at the time of application and PRIOR to inspection and Certificate issuance.

Provide a detailed letter describing the company and its operation within the proposed new location. This letter should include information on all intended uses within the business and needs to be signed and dated by the owner of the business. The letter should have attached to it a listing of all special equipment, chemicals, or compressed gases that are used at this location, listing the maximum amounts that are stored, and the Material Safety Data (MSD) sheets for these chemicals.

For any uses within the Industrial District, please include the statement that “No retail activity will take place at this location.” If retail use is part of the business plan, please include a drawing showing the location of the retail operation and the square footage of the building this retail portion will occupy.

Any questions that you may have on the form or the permit submittal process should be directed to the Building and Permitting Division, at (847) 459-2530. You may fax the completed Zoning and Use Form to the Building Commissioner at (847) 777-6046. For business license information please call Julie Dziewior, Deputy Village Clerk, at (847) 459-2500.