



CITY of HIGHWOOD

17 Highwood Avenue / Highwood, IL 60040
847.432.1924 / 0735 Fax

Dear Business Owner:

Prior to opening a new business in the City of Highwood, a **Certificate of Occupancy** must be obtained from the Building Official. An application form for a Certificate of Occupancy needs to be completed and an inspection conducted before the certificate can be issued. The current fee for the Certificate of Occupancy application is **two-hundred dollars (\$200.00)**.

After you have completed the application, please contact Mr. Jeff Harding at the City of Highwood Building Department, phone number 847.432.1924 x 334 to schedule an inspection of the building or tenant space, as applicable. Building, electrical, plumbing and fire prevention inspectors will conduct the inspection and you will receive a report of any violations and necessary corrections before the Certificate of Occupancy will be issued.

Thank you, and good luck.

City of Highwood
Application for Commercial / Business Certificate of Occupancy

Address of proposed business: _____ Phone: _____

Name of new tenant: _____ Phone: _____

Home address of tenant: _____ Phone: _____

Name of building owner: _____ Phone: _____

Address of building owner: _____ Phone: _____

Type of business proposed*: _____

Previous use*: _____

Gross floor area of space: _____ Number of employees: _____

Number of on-site parking spaces available to this occupancy***: _____

Describe any alterations / remodeling that will be done:

Exterior: _____

Interior: _____

Electrical: _____

Plumbing: _____

Signage: _____

Do you have a dumpster available? _____ Dumpster location: _____

Is the dumpster screened? _____ Will basement be used? _____

Date of planned opening: _____ Zoning variance required: _____

Fee paid? _____ (\$200.00 non-refundable fee due at time of application)

* As listed in the City of Highwood Zoning Code

** List only spaces available exclusively to this tenant space. Omit if this is a strip center.

I / We the undersigned, agree to comply with the ordinances of the City of Highwood. I / we agree to submit and obtain all required permits, plans and inspections. I / we agree to schedule a final inspection and obtain a Certificate of Occupancy prior to opening any business. I / we understand that additional licenses (i.e., liquor, restaurant, arcade, Lake County Health Department approval, etc.) may be required.

Proposed tenant to sign here: _____

Date: _____