



CITY OF HIGHWOOD
17 HIGHWOOD AVE
HIGHWOOD, IL 60040
Phone 847.432.1924 / Fax 847.432.0735
www.cityofhighwood.org

Application # _____

Commercial/Business
Certificate of Occupancy Application

Please print clearly. Form must be filled out completely.

The following items must be submitted with every application.

- \$200.00 non-refundable payment.
- Submit a floor plan to scale (see item #3 for further details).

Address of Proposed Business: _____

Type of Business Proposed: _____

Previous use*: _____

Details/ Dimension: _____ Square Footage Area: _____

Property Owner Information

Name: _____

Address: _____

Telephone Number: _____ Mobile/Cell Number: _____

Email Address: _____

Applicant Information
(If different than property owner)

Name: _____

Address: _____

Telephone Number: _____ Mobile/Cell Number: _____

Email Address: _____



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

2. Number of Employees: _____

3. Attach a scaled (1/4"=1') floor plan. Floor plan should include proposed layout of service counters, shelving, tables, chairs, desks, windows, office toilet facilities, etc.

4. Will you be doing any alterations/remodeling? Yes No

If yes, please describe.

Exterior: _____

Interior: _____

Electrical: _____

Plumbing: _____

Signage: _____

5. Does the premise have a dumpster available? Yes No

State the location of the dumpster: _____

6. Is the dumpster screened? Yes No

7. Will the basement be used? Yes No N/A

8. Is zoning variance required? Yes No

9. Date of planned opening: ____ / ____ / ____

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.

Signature: _____ Date: _____

Print Name and Title / Position: _____

**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.*