



City of Oakbrook Terrace

17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181

Telephone (630) 941-8300 EXT. 209

Fax (630) 617-0036

APPLICATION FOR CERTIFICATE OF OCCUPANCY

All businesses occupying a space within the City of Oakbrook Terrace must apply for a business license and requires a Certificate of Occupancy. To obtain a "Certificate", complete the information below and return with a payment in the amount of \$75.00. The City accepts credit cards, checks and cash at City Hall. Checks may be mailed to City Hall. Payments can be submitted online [here](#). The form can be returned via mail, dropped off at the City of Oakbrook Terrace Community Development Department or via email at kdebok@oakbrookterrace.net. Remittance of the fee authorizes the City to schedule a site inspection for compliance with the most current adopted building codes, and we will contact you to set-up an inspection time.

Business Name: _____

Business Address: _____ Suite #: _____

Type of Business: _____ Contact Person: _____

Business Phone No: _____ Cell Phone No.: _____

Email: _____ Tenant Square Footage: _____

Upon completion and approval of all required inspections and licensing (if applicable) for compliance with all provisions of the Zoning Ordinance, Building Codes and other authorities having jurisdiction to the above property, a Certificate of Occupancy will be issued.

Upon any tenant, occupant or ownership change within any commercial building or any existing business where a change in location within the City of Oakbrook Terrace occurs, the business owner is required to apply for a Certificate of Occupancy for the new site.

This form is **NOT REQUIRED** for commercial or residential new construction, remodeling or new tenant build out. A building permit is required for this type of work, and the Certificate of Occupancy fee is part of your permit fee.

**Questions regarding site inspections or permits contact the
Community Development Department at 630-941-8300 Ext. 209**

Applicant Name (Printed)

Applicant Signature

Date

A **Business License** can be obtained upon receipt of a Certificate of Occupancy. Business License information is available on our website at www.oakbrookterrace.net under Government/Finance/Business License & Registration or contact **Jodie Esposito at 630-941-8300 Ext. 201 or jesposito@oakbrookterrace.net**

OFFICE USE ONLY

Payment Received Date: _____ Amount Received \$ _____

Check # _____ Credit/Debit Card Online Cash

Scheduled Inspection Date(s) _____

Fire District Approval Date _____