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COMMUNITY DEVELOPMENT DEPARTMENT

Occupancy Application

Businesses moving into a new location or changing ownership require a Certificate of Occupancy prior to opening. If the business is an approved use in the zoning district, we will contact you to schedule a Life/Safety inspection.

Date: _____ Anticipated Move-In Date: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Email: _____

Business Owner Name: _____

Business Owner Address: _____

Business Owner Phone Number: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone Number: _____

Illinois Business Tax Number: _____

Will you be registering the Illinois Business Tax Number in the Village of Cary? YES NO

EXTERIOR SIGNS REQUIRE A BUILDING PERMIT (includes wall, ground and temporary signage)

ALTERATIONS REQUIRE A BUILDING PERMIT (contact Village staff to discuss scope of the proposed work)

Describe business. Provide details on activities, operations and items to be store inside/outside:

Floor area of building/tenant space:		Parking Spaces:	
No. of employees on largest shift:		Hours of Operation:	
<input type="checkbox"/> Retail	<input type="checkbox"/> Storage	<input type="checkbox"/> Service	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Office	<input type="checkbox"/> Light	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other

Applicant Signature: _____ Property Owner Signature: _____

FOR INTERNAL USE ONLY			
Fee Paid:		Zoning:	
Building Approval:		Parking Required:	
Date:		Use:	
Zoning Approval:		Date:	