



VILLAGE OF HOMER GLEN
Commercial Occupancy Permit

Phone: 708-301-1301
Fax: 708-301-0417

(Please print legibly)

Owner of Business: _____ Phone #: _____

Address: _____ Business Name: _____

Owner's E-Mail: _____ Pin #: _____

Type of Business: _____

Owner of Building: _____ Phone #: _____

Description of Work to Be Performed: _____

Total Cost of Improvements: \$ _____

Requirements to be met for the Building Department:

- Complete Permit Application—include full description of scope of work.
- A pre-permitting inspection will be required.
- Final inspections must to be completed by the Building and Fire Departments.
- Health Department inspection may be required.
- Permit Fee due at time of submittal (accepted: check, visa/mastercard, money order or debit)

***A “Commercial Occupancy Permit” is a build out that only consists of bringing in furniture and very minor changes (i.e. painting, shelving, tables).**

NOTE: All building permits are pursuant to the Village of Homer Glen Building, Zoning and Stormwater Ordinances. Building, electrical, plumbing, fire and/or health inspections are required prior to issuance of the certificate of occupancy. Separate permits are required for interior remodeling and signage.

The Building Permit Fee is non-refundable.

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen.

Signature: _____ Date: _____