

COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION

Application covers ONLY potential occupancies requiring NO CONSTRUCTION WORK

City of Aurora

Development Services Department
Division of Building and Permits
77 S Broadway
Aurora, IL 60505



APPLICATION #: _____

Total Fees: _____

Submittal Date: _____

Online Portal: <https://auro-trk.aspgov.com/etrakit/>

Phone: 630.256.3130

Website: www.aurora-il.org

Property Address: _____

Unit/Suite #: _____

Owner Information (all fields required)

Additional Contact Info Applicant Tenant Property Mngr

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

ACKNOWLEDGEMENT OF APPLICATION ONLY

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not preclude the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property. As part of this application process, I affirm that all the information herein is true and correct to the best of my knowledge. I authorize the City of Aurora to make any reasonable inspections of the property as part of the application and permit process.

Owner Contractor Representative Role: _____

Name: _____

Signature: _____

DESCRIPTION OF SERVICES AND OPERATIONS

GENERAL OCCUPANCY / USE QUESTIONS

Is this location presently vacant: Yes No If yes, then for how long has it been vacant: _____

Is this location undergoing a change in ownership only: Yes No

Will this location have an automotive use: Yes No If not previously an automotive use a remodel permit may be required

Will this location have a food service or prep use: Yes No If not previously a food service use a remodel permit may be required

(Any food preparation will require County Health Department approvals)

(Any food preparation will require Revenue and Collections (630.256.3560) approval of established Food & Beverage Tax)

(Any food preparation will require Fox Metro Pre-Treatment approval of existing or new grease trap prior to issuance)

(Any reconfiguration of cooking equipment under a hood will require separate Fire Hood permit)

Will this location be serving alcohol: Yes No If not previously a food service use a remodel permit may be required

(Any sales of alcohol / liquor will require approval from City Clerk)

Will this location be selling tobacco: Yes No

(Any sales of tobacco will require approval from the Finance Department)

Will this location have a beauty care service use: Yes No If not previously a beauty care use a remodel permit may be required

(Beauty Care Service include but are not limited to: hair services, microblading, nail services, massage, spa treatments, etc.)

(Beauty care facilities not providing identical services to previous occupancy will most likely require a remodel permit)

(Beauty care facilities are required to provide State Certification for all services and employees)

Will this location be in either the Chicago Premium Outlets or the Fox Valley Mall: Yes No

(Please provide mall tenant approval letters indicating tenant and space number)

If yes to any of the above, please make sure to provide detailed scope of services and operations above.

Application Fee is due at time of submittal.

COST OF WORK: _____

EXISTING AND PROPOSED USE CLASSIFICATIONS

- Classifications are listed from highest to lowest hazard. Proposed occupancies must be of equal or lower classification to use this application.
- If proposed use is higher on the list than the existing use, floor plans and IEBC Existing Structure Study must be prepared by a Licensed Architect.

Specific Previous Use	Specific Proposed Use	Classification	Generic Description
		A-1 Assembly	Theaters (movie and live), concert halls, television and radio (with audience area)
		A-2 Assembly	Restaurants, bars, banquet facilities, casinos, nightclubs
		A-3 Assembly	Churches, museums, community halls, libraries, indoor sports (w/o spectators)
		A-4 Assembly	Indoor sports (w/ spectators), swimming pools
		A-5 Assembly	Amusement parks, bleachers, grandstands, stadiums
		E Educational	Schools (other than college), daycare facilities
		M Mercantile	Department stores, drug stores, retail stores, wholesale stores
		R-1 Residential	Hotels, motels
		R-2 Residential	Apartments, dorms, live / work units
		R-4 Residential	Rehab centers, assisted living, congregate care facilities
		B Business	Professional services, bank, lab, print shop, barber / beauty shop
		F-1 Factory / Indus.	Moderate Hazard: appliances, electronics, food processing, furniture, textiles
		R-3 Residential	Specific limited residential occupancies
		S-1 Storage	Moderate Hazard: books, shoes, furniture, fabrics, tires, mattresses
		F-2 Factory / Indus.	Masonry, glass products, gypsum
		S-2 Storage	Glass, gypsum board, metal furniture / parts, parking garages
		U Utility	Greenhouses, tanks, towers, barns, sheds, agricultural buildings

- If the proposed use does not appear on this list (classifications H-1, I-2, H-2, I-1, I-3, H-3, H-4, I-4, H-5) a Commercial Remodel permit must be applied for and uses are not eligible for IEBC Existing Structure Study.

DISCLAIMERS

- The City of Aurora enforces the 2015 International Code Series, 2014 Illinois Plumbing Code, Illinois Accessibility Code, and adopted ordinances.
- All signage requires additional separate sign permits that can be applied for through the Building and Permits Department
- Any fire alarm and sprinkler work necessitated by this project will require separate permits through the Building and Permits Department
- Applications for Peddler's License or Food Trucks should consult with Revenue and Collections (630.256.3560)

FLOORPLAN LAYOUT OF SPACE (if you need additional space please attach separate sheet)

REQUIRED INFORMATION

- Indicate all walls (interior and exterior) along with all doors into and out of the building, as well as those into and out of individual rooms
- Provide labels and dimensions for all rooms and uses including bathrooms. Include dimensions between FFE and existing construction.
- Indicate all furnishings, fixtures and equipment (FFE), cabinets, casework, all plumbing fixtures (toilets, sinks, drinking fountains, etc.)

Initial Submittals: bpcsrgroup@aurora.il.us

Revisions Submittals: bprevisions@aurora.il.us