COCO – COMMERCIAL CERTIFICATE OF OCCUPANCY - APPLICATION FORM
(Certificate of Occupancy for changes of use)

FOR OFFICIAL USE ONLY

TOTAL FEE $

PERMIT APPLICATION NO
1 —

SUBMITTED / / 

NOTIFIED / / 

ZONING  WEB www.aurora-il.org 
FAX (630) 256-3139 
TELEPHONE (630) 256-3130 

DIVISION OF BUILDING & PERMITS
77 S BROADWAY 
AURORA, ILLINOIS 60505

LAND / PARCEL INFORMATION

PROPERTY ADDRESS

SUBDIVISION UNIT / PHASE # LOT #

COUNTY □ KANE □ DuPAGE TOWNSHIP 11 12 04 TOWNSHIP SECTION #
□ KENDALL □ WILL (CIRCLE ONE) 14 15 07 If project involves new construction in DuPage County -- Impact Tax must be Paid
03 01 BLOCK # (if known) LOT# (if known)

PROPERTY OWNER TENANT

Contact Name Contact Name

OWNER’S ADDRESS ADDRESS

PHONE # ( ) FAX # ( ) E-MAIL

PHONE # ( ) FAX # ( ) E-MAIL

ZONING INFORMATION

Zoning (CHECK ONE) 0 R-1 0 R-2 0 R-3 0 PDD
Classification 0 R-4 0 R-4A 0 R-5 0 R-5A
□ B-1 □ B-2 0 B-3 0 B-B
□ M-1 □ M-2 □ SPECIAL USE (CHECK IF APPLICABLE) 0 O 0 ORI 0 RD 0 PDD
□ 0 DC □ DF C.O.A. Required

BUILDING AREA

SF MEZZANINE SF
SF PRINCIPAL SF
SF ACCESSORY SF
SF BASEMENT / CRAWL SF

TOTAL SF

AUTHORIZATION STATEMENT

I AFFIRM THAT ALL OF THE INFORMATION HEREIN IS TRUE 
AND CORRECT TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE THE CITY TO MAKE ANY REASONABLE 
INSPECTIONS OF THE PROPERTY.

DATE PRINT SIGNATURE

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**EXISTING USE CLASSIFICATION**

<table>
<thead>
<tr>
<th>Describe</th>
<th>Existing Use / Occupancy</th>
</tr>
</thead>
</table>

**PROPOSED USE CLASSIFICATION**

<table>
<thead>
<tr>
<th>Describe</th>
<th>Proposed Use / Occupancy</th>
</tr>
</thead>
</table>

### Check Current Occupancy Classification below.

- **0 H-1** High Hazard Explosive
- **0 I-2** Institutional 24 hr. daycare incapable pres.
- **0 H-2** High Hazard Highly Flammable
- **0 I-1** Institutional 24 hr. daycare capable pres.
- **0 I-3** Institutional Prisons
- **0 H-3** High Hazard Flammable
- **0 U** Utility
- **0 A-1** Assembly Theaters
- **0 A-2** Assembly Restaurants / Bars
- **0 A-3** Assembly Churches / Museums
- **0 A-4** Assembly Indoor Sports w/ spectators
- **0 H-4** High Hazard Caustic
- **0 R-1** Residential Hotel
- **0 R-2** Residential Apartments / Dorms
- **0 R-4** Residential 24 Hr. Care housing < 5
- **0 F-1** Factory/ Ind. Moderate Hazard
- **0 M** Mercantile
- **0 S-1** Storage Moderate Hazard
- **0 I-4** Institutional Daycare < 24 Hr.
- **0 B** Business
- **0 H-5** High Hazard Hazardous Production
- **0 E** Educational
- **0 F-2** Factory/ Ind. Low Hazard
- **0 S-2** Storage Low Hazard
- **0 R-3** Residential 24 Hr. Care housing < 5
- **0 A-5** Assembly Outdoor Sports w/ spectators

### Check Proposed Occupancy Classification below.

- **0 H-1** High Hazard Explosive
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The use Classifications at the left are listed from highest hazard to lowest hazard (Top to Bottom).

### APPLICATION REQUIREMENTS FOR COMMERCIAL C.O.

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):

**2015 INTERNATIONAL BUILDING CODE** and the following:

- 2015 International Fire Code
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2014 National Electric Code
- Illinois State Plumbing Code
- Illinois State Mechanical Code
- Illinois Accessibility Code

The following items shall constitute a complete building permit submittal. Upon submittal acceptance, a permit application number shall be issued to the applicant, all future contact with the Building and Permits Division will require this number. At time of submittal, one project contact shall be identified by the applicant (please check the appropriate party as the "primary contact" on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

**SUBMITTALS TO THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW.**

**A. Completed Permit application.**

**B. Sketch or drawing of existing floor plan showing all exits.**

**Submit to applicable county’s health department for all food service and retail food store facilities.**

- Kane County - (630) 208-3801 Neal Molnar (west side), Vic Mead (east side), Kristin Johnson (north east side)
- DuPage County - (630) 682-7979 x 7110 Sara Burton-Zick/ Maria Hayes or [www.dupagehealth.org](http://www.dupagehealth.org)

**Note:** All signage requires separate permitting though the Building and Permits Division. All mass grading and work in Public Right of Way requires separate permitting though City of Aurora Engineering. Fire Alarm and Fire Suppression (sprinkler) systems require separate permits.

Complete applications / drawings typically take up to 1 week. For any questions please feel free to contact the City of Aurora Building and Permits Division. (630) 256-3130.
The following uses will be required to submit application and receive approval for the following which include, but are not limited to: hotels, restaurants, bars, grocery stores, bakeries, catering/banquet facilities, liquor stores, convenience stores/food marts, amusement/arcades, pool halls, Laundromats. Also every retailer engaged in the sale of any prepared food or drink (except those packaged in a hermetically sealed container), or engaged in the sale of any liquor, packaged or served, is required to register as a food & beverage tax collector. Please contact Division of Revenue & Collections at (630) 256-3560 for more information, or visit www.aurora-il.org and click on Finance/Revenue & Collection/Business Licenses for application.