

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

FOR OFFICIAL USE ONLY PERMIT APPLICATION NO <div style="font-size: 2em; font-weight: bold;">1</div> — SUBMITTED _____ / / NOTIFIED _____ / / ZONING _____	TOTAL FEE \$ WEB www.aurora-il.org FAX (630) 256-3139 TELEPHONE (630) 256-3130	 DIVISION OF BUILDING & PERMITS 65 WATER STREET AURORA, ILLINOIS 60505
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LAND / PARCEL INFORMATION

PROPERTY ADDRESS _____

SUBDIVISION	UNIT / PHASE #	LOT #
COUNTY <input type="checkbox"/> KANE <input type="checkbox"/> DuPAGE <input type="checkbox"/> WILL <small>(CHECK ONE)</small> <input type="checkbox"/> KENDALL <input type="checkbox"/> WILL <small>(CHECK ONE)</small>	TOWNSHIP 11 12 04 14 15 07 03 01 <small>(CIRCLE ONE)</small>	TOWNSHIP SECTION # _____ <small>If project involves new construction in DuPage County -- Impact Tax must be Paid</small> BLOCK # (if known) _____ LOT# (if known) _____

PROPERTY OWNER _____

Contact Name _____

OWNER'S ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

TENANT _____

Contact Name _____

ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

ZONING INFORMATION

Zoning <small>(CHECK ONE)</small>	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> PDD
Classification	<input type="checkbox"/> R-4	<input type="checkbox"/> R-4A	<input type="checkbox"/> R-5	<input type="checkbox"/> R-5A
	<input type="checkbox"/> B-1	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-B
<input type="checkbox"/> SPECIAL USE <small>(CHECK IF APPLICABLE)</small>	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> O	<input type="checkbox"/> ORI
	<input type="checkbox"/> DC	<input type="checkbox"/> DF	<input type="checkbox"/> RD	<input type="checkbox"/> PDD
	<input type="checkbox"/> C.O.A. Required			

ADDITIONAL DESCRIPTION

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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 _____

EXISTING USE CLASSIFICATION			PROPOSED USE CLASSIFICATION		
Describe Existing Use / Occupancy _____			Describe Proposed Use / Occupancy _____		
Check <u>Current</u> Occupancy Classification below.			Check <u>Proposed</u> Occupancy Classification below.		
Ø H-1	High Hazard	Explosive	Ø H-1	High Hazard	Explosive
Ø I-2	Institutional	24 hr. daycare incapable pres.	Ø I-2	Institutional	24 hr. daycare incapable pres.
Ø H-2	High Hazard	Highly Flammable	Ø H-2	High Hazard	Highly Flammable
Ø I-1	Institutional	24 hr. daycare capable pres.	Ø I-1	Institutional	24 hr. daycare capable pres.
Ø I-3	Institutional	Prisons	Ø I-3	Institutional	Prisons
Ø H-3	High Hazard	Flammable	Ø H-3	High Hazard	Flammable
Ø U	Utility		Ø U	Utility	
Ø A-1	Assembly	Theaters	Ø A-1	Assembly	Theaters
Ø A-2	Assembly	Restaurants / Bars	Ø A-2	Assembly	Restaurants / Bars
Ø A-3	Assembly	Churches / Museums	Ø A-3	Assembly	Churches / Museums
Ø A-4	Assembly	Indoor Sports w/ spectators	Ø A-4	Assembly	Indoor Sports w/ spectators
Ø H-4	High Hazard	Caustic	Ø H-4	High Hazard	Caustic
Ø R-1	Residential	Hotel	Ø R-1	Residential	Hotel
Ø R-2	Residential	Apartments / Dorms	Ø R-2	Residential	Apartments / Dorms
Ø R-4	Residential	24 Hr. Care housing < 5	Ø R-4	Residential	24 Hr. Care housing < 5
Ø F-1	Factory/ Ind.	Moderate Hazard	Ø F-1	Factory/ Ind.	Moderate Hazard
Ø M	Mercantile		Ø M	Mercantile	
Ø S-1	Storage	Moderate Hazard	Ø S-1	Storage	Moderate Hazard
Ø I-4	Institutional	Daycare < 24 Hr.	Ø I-4	Institutional	Daycare < 24 Hr.
Ø B	Business		Ø B	Business	
Ø H-5	High Hazard	Hazardous Production	Ø H-5	High Hazard	Hazardous Production
Ø E	Educational		Ø E	Educational	
Ø F-2	Factory/ Ind.	Low Hazard	Ø F-2	Factory/ Ind.	Low Hazard
Ø S-2	Storage	Low Hazard	Ø S-2	Storage	Low Hazard
Ø R-3	Residential	24 Hr. Care housing < 5	Ø R-3	Residential	24 Hr. Care housing < 5
Ø A-5	Assembly	Outdoor Sports w/ spectators	Ø A-5	Assembly	Outdoor Sports w/ spectators
None	If Vacant , how long?				

The use Classifications at the left are listed from highest hazard to lowest hazard (Top to Bottom).

If the Proposed use is highlighted like **thus**, A Commercial Remodeling permit must be applied for. These uses are not eligible for Chapter 34 review.

If the Proposed use is higher on the list than the Existing use, floor plans and a Chapter 34 Existing Structures code study must be prepared by a Licensed Architect for review.

For Proposed uses which are equal to (level) or less hazardous (lower) than the existing; plans are not required.

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 | Illinois State Plumbing Code |
| 2015 International Mechanical Code | 2014 National Electric 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.**

SUBMITTALS INDEPENDENT OF THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW (WITH A - CHECK BOX)

- 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

Note: All Signage requires separate permitting through the Building and Permits Division.
 All mass grading and work in Public Right of Way requires separate permitting through 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.

This sheet is for information only and need not be attached to the permit application submittal.

- 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.