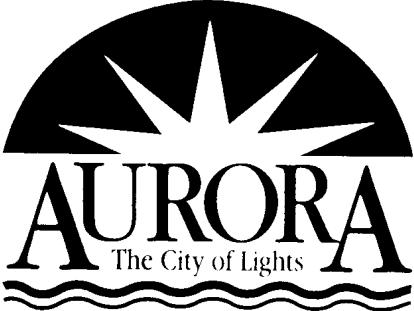


**COMK – KIOSKS, TEMPORARY OR PERMANENT  
APPLICATION FORM**

<b>FOR OFFICIAL USE ONLY</b>  PERMIT APPLICATION NO <div style="font-size: 2em; font-weight: bold; margin-left: 20px;">1</div> <hr/> SUBMITTED / / <hr/> NOTIFIED / / <hr/> ZONING <hr/>	<b>CERTIFICATE TO OCCUPY FEE</b> _____  _____  _____  _____  _____	
WEB <a href="http://www.aurora-il.org">www.aurora-il.org</a> FAX (630) 256-3139 TELEPHONE (630) 256-3130	<b>DIVISION OF BUILDING &amp; PERMITS</b> 65 WATER STREET AURORA, ILLINOIS 60505	

**LAND / PARCEL INFORMATION**

**PROPERTY ADDRESS** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **UNIT / PHASE #** \_\_\_\_\_ **LOT #** \_\_\_\_\_

<b>COUNTY</b>	<input type="checkbox"/> KANE	<input type="checkbox"/> DuPAGE	<b>TOWNSHIP</b>	11 12 04	<b>TOWNSHIP SECTION #</b>	_____
<small>(CHECK ONE)</small>	<input type="checkbox"/> KENDALL	<input type="checkbox"/> WILL	<small>(CIRCLE ONE)</small>	14 15 07		
<small>(Call tax assessor's office with questions)</small>			03 01	<b>BLOCK # (if known)</b>	_____	
				<b>LOT# (if known)</b>	_____	

**PROPERTY OWNER & Contact Name** \_\_\_\_\_

**OWNERS ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**TENANT & Contact Name** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**ZONING INFORMATION**

<b>Zoning</b> <small>(CHECK ONE)</small>	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> PDD
<b>Classification</b>	<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
<div style="border: 1px solid black; padding: 2px; display: inline-block;"><input type="checkbox"/> SPECIAL USE</div>	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> O	<input type="checkbox"/> ORI
<small>(CHECK IF APPLICABLE)</small>	<input type="checkbox"/> RD	<input type="checkbox"/> PDD	<input type="checkbox"/> DC	<input type="checkbox"/> DF
	C.O.A. Required			

**CERTIFICATION**

This is an application only. Completion of this application does NOT entitle the commencement of work. I understand that the approval of this application and issuance of a permit does not obviate 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.

**OCCUPANCY CLASSIFICATION**

Check all Occupancy Classifications that apply below.

Assembly	<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5
Business, Education, Factory	<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> F-1	<input type="checkbox"/> F-2	
Hazardous	<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	<input type="checkbox"/> H-5
Institutional	<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4	<input type="checkbox"/> I-5
Mercantile, Residential	<input type="checkbox"/> M	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2		
Storage, Utility	<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input type="checkbox"/> U		

<b>TENANT</b>	_____
	(PRINT)
<b>TENANT</b>	_____
	(SIGNATURE)
<b>OR</b>	
<b>OWNER</b>	_____
	(PRINT)
<b>OWNER</b>	_____
	(SIGNATURE)

**BUILDING AREA**

TOTAL SF OF KIOSK \_\_\_\_\_ SF

(MAXIMUM ALLOWED IS 300 SF)

**TRADES INVOLVED**

ELECTRICAL WORK?       NO       YES

MECHANICAL WORK?       NO       YES

PLUMBING WORK?       NO       YES

**ADDITIONAL DESCRIPTION OF KIOSK**

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION REQUIREMENTS FOR KIOSKS-TEMPORARY OR PERMANENT**

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	Illinois State Plumbing Code	2015 International Energy 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.

**KIOSKS SHALL MEET THE FOLLOWING REQUIREMENTS OF THE 2009 INTERNATIONAL BUILDING CODE SECTION 402.11 AND THE ILLINOIS ACCESSIBILITY CODE**

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

- A. Completed Permit application.
- B. Provide **2** sets of all of the following that are applicable:
  - 1) Kiosks shall be constructed of non-combustible materials or fire-retardant-treated wood. (Provide documentation that the construction meets this requirement).
  - 2) Kiosks shall not have roofs or canopies unless provided with sprinkler protection.
  - 3) The minimum horizontal distance between kiosks, kiosks and carts or any other structures within the mall shall be 20 feet. (Provide documentation locating the kiosks in relation to other structures. Provide dimensions).
  - 4) 402.5.1 Minimum width. The minimum width of the mall shall be 20 feet. The mall width shall be sufficient to accommodate the occupant load served. There shall be a minimum of 10 feet clear exit width to a height of 8 feet between any projection of a tenant space bordering the mall and the nearest kiosk, vending machine, bench, display opening, food court or other obstruction to means of egress travel.
  - 5) Kiosks shall not be larger than 300 square feet. (Provide documentation showing size of the kiosk).
  - 6) If the kiosk is provided with a customer transaction and/or work counter, the counter shall be accessible. The counter shall be no higher than 34 inches above finished floor and be at least 36 inches in width.
  - 7) **Employee work areas.** If employees service customers for inside the kiosks, the area shall be designed and constructed to permit individuals with disabilities to approach, enter and exit the area. (Minimum door or gate width of 32 inches clear, and a minimum aisle width of 36 inches). (Provide documentation with dimensions).
  - 8) Indicate if any utilities are used, appropriately licensed contractors are required.
  - 9) If additional trades are involved, please include on the next page.
  - 10) Fire extinguisher is required. Provide location on submitted plans.
  - 11) Provide letter of approval from the mall authority.

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](http://www.aurora-il.org) and click on Finance/Revenue & Collection/Business Licenses for application.