

# APPLICATION FOR OCCUPANCY

## VILLAGE OF LIBERTYVILLE

Community Development Department

Phone: (847) 918-2020

200 E. Cook Avenue, Libertyville, IL 60048

Email: building@libertyville.com

[www.libertyville.com/building](http://www.libertyville.com/building)

Fax: (847) 918-9439

| <b>Location Address</b> | <b>Business Name</b> |
|-------------------------|----------------------|
|                         |                      |

**Would you like to be contacted via email?**       Yes       No

**Provide email address below for more efficient communication.**

| Name                  | Street Address, City, State, Zip | Contact Numbers |
|-----------------------|----------------------------------|-----------------|
| <b>Property Owner</b> |                                  | Phone           |
|                       |                                  | Fax             |
|                       |                                  | Email           |
| <b>Applicant</b>      |                                  | Phone           |
|                       |                                  | Fax             |
|                       |                                  | Email           |

### Business Information

| Contact Name & Position | Street Address, City, State, Zip | Contact Numbers |
|-------------------------|----------------------------------|-----------------|
|                         |                                  | Phone           |
|                         |                                  | Fax             |
|                         |                                  | Email           |

|  |  |
|--|--|
| <b>Intended Use<br/>(Business Description)</b> |  |
|--|--|

|                                      |  |                            |  |
|--------------------------------------|--|----------------------------|--|
| <b>Square Footage to be Occupied</b> |  | <b>Number of Employees</b> |  |
| <b>Days/Hours of Operation</b>       |  |                            |  |
| <b>Number of Parking Spaces</b>      |  |                            |  |

**Would You Like to be Listed on the Village Business Directory?**       Yes       No

**Business Website**     

### Owner's Representative Legal Statement

|  |  |                       |  |                 |  |                           |                               |             |  |
|--|--|-----------------------|--|-----------------|--|---------------------------|-------------------------------|-------------|--|
| <p><i>All information provided herein is true and correct and all provisions of the ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.</i></p>  | <p><b>This Box For Office Use Only</b></p> |                       |  |                 |  |                           |                               |             |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Print Name of Applicant</b></td> <td style="width: 30%;"><b>Property Owner</b></td> </tr> <tr> <td></td> <td><b>Occupant</b></td> </tr> <tr> <td></td> <td><b>General Contractor</b></td> </tr> <tr> <td><b>Signature of Applicant</b></td> <td><b>Date</b></td> </tr> </table> | <b>Print Name of Applicant</b>             | <b>Property Owner</b> |  | <b>Occupant</b> |  | <b>General Contractor</b> | <b>Signature of Applicant</b> | <b>Date</b> |  |
| <b>Print Name of Applicant</b>   | <b>Property Owner</b>                      |                       |  |                 |  |                           |                               |             |  |
|  | <b>Occupant</b>                            |                       |  |                 |  |                           |                               |             |  |
|  | <b>General Contractor</b>                  |                       |  |                 |  |                           |                               |             |  |
| <b>Signature of Applicant</b>  | <b>Date</b>                                |                       |  |                 |  |                           |                               |             |  |

|   |   |                          |                      |
|---|---|--------------------------|----------------------|
| <b>FOR OFFICE USE ONLY:</b><br><small>S:\Building\mac\Forms Procedures &amp; Labels\Application for Occupancy 2020 Fillable</small> | <b>Existing Use Group vs. New Use Group</b> | <b>Zoning Approval</b>   | <b>Approval Date</b> |
|   |   | <b>Building Approval</b> | <b>Approval Date</b> |