

# VILLAGE OF WILLOWBROOK “USE” LETTER CHECKLIST

## COMMERCIAL OCCUPANCY / RE-OCCUPANCY

⇒⇒ Needed for a Commercial Occupancy / Re-Occupancy submittal we will require three (3) Documents ⇐⇐

1. A completed **“Permit Application”**, (available at the Village Hall and/or the Village’s website). All you need to print & submit from this file is the 1<sup>st</sup> page. The important Sections to complete of the App. are 1 through 5.
  - a. **Section 5: If the Unit is Owned and Occupied by the by the Applicant:** This is the Certification/Authorization section. Please sign it adjacent to the property owner area. We need to have a signature there to proceed. (We placed this Section 5 ahead of the other sections because of the importance of the signature.)
  - b. **Section 5: If the Unit is “Owned” by one party and “Rented and Occupied” by another party:** This is the Certification/Authorization section. Both the Property owner and Tenant will need to sign this form. A Representative from Property Owner / Agent and a Tenant company Representative will need to sign the form. We need to have both of these signatures to proceed. (We placed this Section 5 ahead of the other sections because of the importance of the signatures.)
  - c. **Section 1:** “Description of Work” area: merely indicate **“OCCUPANCY”** or **“RE-OCCUPANCY”** and any other applicable information. If you are taking or occupying the space **“As-Is”** (no work will be done), please state that in the Description of Work area.
  - d. **Section 2:** The Unit space [to be occupied] “Address”, “Building/Property Owner” Contact Information, “Property Owner Identification” (PIN) is recorded here. Please note that if your space has a “Unit” or “Suite” designation/number, it is critical that you record that in this section.
  - e. **Section 3:** If the unit is rented/leased, etc., the occupants Company Name and Company Information & Company Representative contact information is recorded here. (Disregard if this unit is occupied by owner)
  - f. **Section 4:** If we have *any* questions regarding your submittal, who do you want us to call? That person’s contact information is recorded here.
  - g. Now it pains us to say this – but you would be surprised what we often get – we need to be able to actually ‘read’ what is indicated on the form. We cannot tell you how many times we get ‘scribbled’ documents that we need to painstakingly follow-up on, causing unneeded delays in the process.
  - h. Note: In Sections 2, 3 & 4, there are ‘Check Boxes’, please ‘check’ the appropriate box designating a ‘contact person’ for us to call when the Permit is ready to be Issued/picked-up.
2. A [brief] **“Business Description’ & ‘Use Statement”**. This document should be on your company’s letterhead, and the following 3 things shall be indicated on it:
  - a. A brief “Business Description” of your business providing an accurate description of what you do. (Nothing crazy long, just a few sentences or a paragraph’s worth.)
  - b. Describe how you will “USE” the following three (3) areas of your tenant space/unit:  
**1) Office area:** \_\_\_\_\_; **2) Retail area:** \_\_\_\_\_; **3) Warehouse:** \_\_\_\_\_
    - If your tenant space/unit ‘does not’ have any of the above 3 spaces/areas merely state it in the letter.
    - If your tenant space/unit ‘does’ have the space, but your company has no intentions of using it, merely state it in the letter.
  - c. Please clearly state in the letter: **“THERE WILL BE NO OUTSIDE STORAGE”** (outside storage in prohibited in Willowbrook)
  - d. Please state if you are taking the tenant space/unit “As-Is” – if so, read no more of this section & proceed to #3 below. However, if you are going to be doing any construction/alterations in the unit – please note that this will require a separate Build-out / Remodeling Permit and that it will not be Approved/Issued at the same time the Occupancy/Re-Occupancy Permit will be Approved.
3. A **“Floor Plan”** of your occupied space / Unit (The Landlord/Agent should be able to provide this to you). Said floor plan shall indicate the separate areas within the unit, for example, if applicable: Retail Space, Office Space, Storage Space, Warehouse Space, etc. (note that a C.A.D. or *Legible* Hand Drawn can be accepted on a case-to-case basis)

We have whittled the Re-Occupancy Permit process down to this. After we receive the above, we will review the submittal for “Zoning” compliance. Note that after we receive the above, we also forward a copy of it to the Tri-State Fire Protection District as well for a ‘separate’ review and permitting process. If you decide to submit via e-mail, please submit the packet to the Building & Zoning Secretary, at [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us). We will review and process the Permit once all the above information is submitted. Once we receive all the above, the turnaround time at this time is approximately 10 business days.

Thank you,  
Roy Giuntoli, Building Official, Village of Willowbrook  
(630) 920-2240