



COMMERCIAL OCCUPANCY APPLICATION

WHAT DO YOU NEED TO SUBMIT WITH YOUR APPLICATION?

- If your company will be providing retail sales, a copy of the Sales Tax Certificate (or Sales Tax Exemption letter for non-profit) is required when submitting a Commercial Occupancy Application.
- A copy of your company's Business Plan is required for all applications.
- A Site Plan is required for all applications (see page 5 for an example).
- The application fee is \$100.00 and is non-refundable, as it covers the cost of the inspections.

WHAT HAPPENS NEXT?

- After your application has been accepted, it will be reviewed for zoning verification.
- The application will then be sent to the inspecting departments: Building, Fire, and Wastewater. Each department will call the main contact listed on the application to set up an initial inspection appointment.
- During the initial inspection, a list of corrective actions needed (if applicable) will be provided to the applicant.
- After the corrections have been made, it is the applicant's responsibility to contact the applicable department back to set up a final inspection.
- When the inspections are complete, the application will be sent to the City Treasurer to verify that there are no outstanding debts owed to the City by the Applicant or Owner of the property.
- The application is then sent to the mayor for final approval.
- The Commercial Occupancy process on average takes two to three weeks. The biggest time variable is the corrective action.

KEY NOTES FOR YOUR REFERENCE:

- This application is NOT a permit, and the premises shall not be occupied until all required inspections are made, all discrepancies (if any) are corrected, and the Commercial Occupancy Permit has been issued.
- This application will expire in sixty (60) days from date of submittal.
- Separate permits are required for signage. If the business is located within the Area of Special Control, signage must be approved by City Council prior to installation.
- Failure to comply with these regulations will result in a penalty (City Code: Sections 110.99, 155.999.) Commercial Occupancy can be denied/delayed of listed individuals in the application are indebted to the City for any fees arising from any services provided to them by the City of Belleville. (City Code: Section 50.021.)

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CERTIFICATE OF COMMERCIAL OCCUPANCY APPLICATION



City of Belleville
2300 West Main Street,
Suite M112
Belleville, IL 62220 (618)
233-6518, ext. 1250

**THIS DOCUMENT IS NOT AN
APPROVED PERMIT**

Staff Use Only

Submittal date: _____

Permit #: _____

APPLICATION FEE: \$100.00
Application fee to be paid upon submittal

REASON FOR APPLICATION:

New Occupancy New Ownership of Business

Temporary/Seasonal Expansion

Relocation from: _____

TYPE OF BUSINESS:

Retail Resale Restaurant Service

Office Religious Industrial

Other _____

BUSINESS / OCCUPANCY INFORMATION

Name of Business: _____

Description of business / occupancy: _____

Building Address: _____

Suite #: _____

Zip code: _____

Applicant or Company name: _____

Applicant phone number: _____

Applicant mailing address: _____

Zip code: _____

Applicant email: _____

Main Contact to be Present to Meet with Inspectors:

Name: _____ **Phone #:** _____ **Email:** _____

YES, the occupancy / business involves the *sale, storage, or use* of the following (Please check all that apply below:)

<input type="checkbox"/> Food sales / Preparation	<input type="checkbox"/> Poisonous or hazardous chemicals/acids	<input type="checkbox"/> Outdoor seating
<input type="checkbox"/> Alcohol sales	<input type="checkbox"/> Compressed gases	<input type="checkbox"/> Outdoor storage
<input type="checkbox"/> Flammable or combustible liquids	<input type="checkbox"/> secondhand goods	

NO, the occupancy / business does NOT involve the *sale, storage or use* of the above mentioned.

Hours of operation: _____ **Maximum number of employees per shift:** _____

Sales Tax number: _____ - _____ **Sales Tax Exemption number:** _____ - _____

A copy of the Sales Tax Certificate or the Sales Tax Exemption letter is required when submitting a Commercial Occupancy Application.

Permit requirements: Fire and Building (Property, Mechanical, Electrical, Plumbing) inspections are required prior to issuance of the Certificate of Commercial Occupancy or Business License. This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non-refundable. This application will expire in sixty (60) days from date of submittal. Separate permits are required for signage. If the business is located within the Area of Special Control, signage must be approved by City Council prior to installation. Failure to comply with these regulations will result in a penalty (City Code: Sections 110.99, 155.999.) Commercial Occupancy can be denied/delayed of listed individuals in the application are indebted to the City for any fees arising from any services provided to them by the City of Belleville. (City Code: Section 50.021.)

This Box is for Staff Use Only

Building Address: _____ Suite #: _____ Permit #: _____

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SITE INFORMATION

Site parcel number:

Property owner name:

Property owner mailing address:

Zip:

Property owner email:

Property owner phone number:

Will you be making structural interior or exterior changes to the site? Yes No If so, list the changes: _____

Additional plumbing fixtures added? Yes No If so, list the changes: _____

Have you applied for building permits? Yes No If so, when: _____

Square footage of space devoted to occupancy: _____ Square feet

Number of parking spaces devoted to occupancy: _____

Site Plan submittal is required when submitting an application of Commercial Occupancy. Reference page 4 example.

As **APPLICANT** for a Certificate of Commercial Occupancy and/or Business License, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

As **BUILDING OWNER** of the subject property, I certify that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

I, _____, (Printed name of building owner) certify under penalty of perjury that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I am authorized to and do consent to entry onto the premises by City of Belleville employees for inspections of the premises.

Building owner signature

Date:



Belleville

Great. Big. Small Town.™

Let's Share Your New Business!

We love celebrating new businesses in Belleville! Please complete this form to allow the City to share information about your business on our website, social media, and newsletters.

Business Information

- Business Name: _____
- Business Address: _____
- Contact Name: _____
- Phone: _____
- Email: _____
- Website: _____
- Social Media Links: _____

Your Permission

I give permission to the City of Belleville to share information about my business, including our name, description, photos, and logo, on:

- City social media pages
- City website
- City newsletters

I give permission to the City of Belleville to share information about my business beginning:

- Brief announcement on City social media pages after the Commercial/Business Occupancy Application is received by the City of Belleville
- After the Commercial/Business Occupancy Certificate is issued by the City of Belleville
- Yes, please promote my new business, but not until this date: _____

Photos & Media

- Yes! You can use photos or videos of my business
- No thanks, please don't use photos or videos

Agreement

I confirm that I am authorized to give this permission on behalf of the business. This permission will remain in place unless I notify the City of Belleville in writing.

Signature

- Name: _____
- Signature: _____
- Date: _____

This Box for Staff Use Only

Building Address: _____ Suite #: _____ Permit #: _____

Applicant: Include this blank page when submitting the Commercial Occupancy application to City staff.

CERTIFICATE OF COMMERCIAL OCCUPANCY APPLICATION

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ALL DEPARTMENTS LISTED MUST SUBMIT APPROVAL/DENIAL TO THE ECONOMIC DEVELOPMENT, PLANNING, & ZONING OFFICE.

ECONOMIC DEVELOPMENT, PLANNING & ZONING DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Zoning Dist.: _____ Ward: _____ AOSC: Yes No Historical Dist.: Yes No TIF District: _____ Enterprise Zone: Yes No

Notes: _____

Staff approved: _____ Date: _____

WASTEWATER DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Additional Tap Fee \$ _____

Staff approved: _____ Date: _____

FIRE DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

BUILDING DEPARTMENT: (Mechanical, Electrical, Plumbing, Property)

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

SCC HEALTH DEPARTMENT:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

TREASURERS OFFICE:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

MAYOR'S OFFICE:

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non-refundable. This application will expire in 60 days from date of submittal.

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SITE PLAN - WORKSHEET

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INTERIOR

EXTERIOR (if applicable)

PLEASE CHECK HERE IF THERE ARE NO CHANGES TO THE SITE

Use the Key below when labeling the specialized areas:

(SEE NEXT PAGE FOR EXAMPLE SITE PLAN)

LOCATE KEY

HZ – Hazardous materials

EX – Exit doors

FE – Fire extinguishers

D – Dishwasher

H2O – Drinking fountain

GT – Grease trap (indicate size)

HS – Hand sink

MB – Mop basin

3C – 3 compartment sink

H – Hood system

L – Lavatory

MR – Men’s restroom

FR – Female restroom

HCR – Handicap accessible restroom

U - Urinal

T - Toilet

WB – Hair wash basin

PB – Pedicure basin

Additional notes:
