



Village of  
**WILLOWBROOK**

835 Midway Drive | Willowbrook, IL 60527 | 630-920-2240 | bzadmin@willowbrook.il.us

**"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:** \_\_\_\_\_  
c. If your tenant space/unit 'does not' have any of the above 3 spaces/areas merely state it in the letter.  
d. If your tenant space/unit 'does' have the space, but your company has no intentions of using it, merely state it in the letter.
3. Please clearly state in the letter: "**THERE WILL BE NO OUTSIDE STORAGE**" (outside storage is prohibited in Willowbrook)
4. 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**. 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.