



Community Development  
Department

# ZONING COMPLIANCE / BUSINESS OCCUPANCY

**PROPERTY (print or type):**

Address: \_\_\_\_\_  
Business: \_\_\_\_\_  
Business Description: \_\_\_\_\_

**RECEIVED BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS OWNER:**

Business Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Business Owner: \_\_\_\_\_

If business owner is not property owner, submit a letter from property owner.

HOME BASED BUSINESS \$50 occupancy inspection fee paid

CONVENTIONAL BUSINESS \$100 occupancy inspection fee paid

I have received and understand the information regarding the business occupancy standards and requirements.

BUSINESS OCCUPANCY must be approved before a business license is issued. Contact the Village Clerk for forms and fees.

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

✓ Items below that apply:

- Remodeling is planned
- Building addition is planned
- Cleaning and painting only

ZONING COMPLIANCE Zoning Dist. \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

Parking spaces required \_\_\_\_\_  
Parking spaces provided \_\_\_\_\_  
Submit Site Plan with parking layout  
Community Development Inspection  
Fire Department Inspection  
Submit plans for building permits

ZONING COMPLIANCE must be approved before a business license is issued. Contact the Village Clerk for forms and fees.

✓ Items below that apply:

- New business
- Existing business
- Change in business ownership
- Home occupation
- Expanding into adjacent space
- Remodeling
- Building addition is planned
- Cleaning and painting only
- Total floor area of space \_\_\_\_\_ sf

BUSINESS OCCUPANCY  
APPROVED  
NOT APPROVED – EXPLANATION:

\_\_\_\_\_  
Director of Community Development Date

ZONING COMPLIANCE  
APPROVED  
NOT APPROVED – EXPLANATION:

\_\_\_\_\_  
Director of Community Development Date