



**Village of Cary**

**Administration & Development Department**

- Phone: 847.639.1100      ■ Fax: 847.639.2761
- 655 Village Hall Drive      ■ Cary, Illinois 60013

## Certificate of Occupancy Application

All businesses must have a Certificate of Occupancy prior to the opening of any business. Please complete the following information and provide the Village with existing and proposed floor plans. If approved, the Village will contact you to pick up the Certificate of Occupancy.

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

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_

Business Web Site: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Illinois Business Tax Number: \_\_\_\_\_

**\*ALL SIGNAGE REQUIRES A SEPARATE PERMIT**

Gross Floor Area		Parking Spaces	
Number of Employees		Hours of Operation	
Retail	Storage	Service	Restaurant
Office	Light Manufacturing	Non-Profit	Other

Please provide specific details regarding the proposed business operations and items proposed to be stored inside and/or outside at the business address above:

Applicant Signature: \_\_\_\_\_ Property Owner Signature: \_\_\_\_\_

**Office Use Only**

Fee Paid:	Zoning:
Building Approval:                      Date:	Parking Required:
Zoning Approval:                      Date:	Use: