



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: http://www.oswego.il.gov

CHANGE OF OCCUPANCY PERMIT:

PERMIT NO. \_\_\_\_\_

Table with 2 columns: LOCATION OF BUILDING OR STRUCTURE, ADDRESS, ZONING, Sub-division, Unit, Block, Lot No., Legal Description/Pin #

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

Scheduled Opening Date: \_\_\_\_\_

Type of Business

- Business (general office, dentist, hair/nail salon, contractor office, etc.)
Restaurant
Mercantile (retail sales)
Industrial
Fabrication
Storage (warehouse)
Day Care
Bed & Breakfast
Hotel/Motel

Owner: \_\_\_\_\_
Address: \_\_\_\_\_
City, State, Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax or e-mail: \_\_\_\_\_

Field Contact - Name: \_\_\_\_\_
Site Telephone: (\_\_\_\_) \_\_\_\_\_
Mobil Phone: (\_\_\_\_) \_\_\_\_\_

Permit fee for life safety inspection and Certificate of Occupancy: \$90.00

CERTIFICATE:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT:

The applicant agrees to conform to all applicable, Federal, State, and Local laws of this jurisdiction. I Also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application, except for such changes as may be required by the adopted Building Code and the Inspection Officials.

Signed : \_\_\_\_\_
Owner/Owner's Agent

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_
Building Inspector

- OEDC copy
BUILDING & ZONING copy



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**DATE:** \_\_\_\_\_

**CHANGE OF OCCUPANCY PERMIT CHECKLIST FOR \_\_\_\_\_ :**  
(Address)

**\*\* All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete WILL NOT be accepted for processing.**

- Name, Address & Phone Number complete on Permit Application**
- Permit Application signed and dated**
- Contact information completed**
- Business type indicated on permit application**
- Verification of business registration completed**
- Interior layout submitted (minimum of 2 copies)**
- Date business is scheduled to open**



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### CHANGE OF OCCUPANCY:

Effective on May 1, 2009, the Village of Oswego has instituted a requirement that when there is any change of occupancy, ownership, lessee or lease agreement of a structure or tenant space the owner or lessee will need to complete an application for change of occupancy and a life safety inspection will need to be scheduled and approved. After approval of the life safety inspection and verification that the business is duly registered with the Village a new Certificate of Occupancy will be issued.<sup>i</sup>

There is a fee of \$ 90.00 due at the time of permit application for the life safety inspection and Certificate of Occupancy.

**Section 3406.1 CONFORMANCE:** No change shall be made in the use or occupancy of any building or tenant space, unless such building or tenant space is made to comply with the requirements of this Section. No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancy. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use. Any change of occupancy regardless of use group shall comply with Sections 3406.1.1 through 3406.1.3.

**Section 3406.1.1 CHANGE OF OCCUPANCY.** Changes in ownership or lease agreements of a structure or tenant space will require the owner or the owner's designated agent to apply for a change of occupancy permit. This application is required when there are no changes proposed for the structure or space affected.<sup>ii iii iv</sup>

**Section 3406.1.2 REQUIRE INSPECTIONS.** Upon the receipt of the required application and the payment of associated fees a site visit/inspection shall be scheduled based on the policies and procedures of the Village of Oswego.

The site visit/inspection shall include the inspection of:

- a) Emergency egress lighting installed and operational
- b) Required fire extinguishers installed and have current certification
- c) required exit signs installed and operational
- d) Operating hardware for egress components meet accessibility requirements
- e) Domestic water supply installed and metered with current certification on any installed cross-connection prevention devices



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- f) Sanitary requirements are in place and operational
- g) Electrical systems visually inspected for safety
- h) Any existing fire suppression system and or fire alarm system is operational and has current certification

### **Inspection process:**

**The initial inspection is required to be performed within 14 days of the applicant receiving the change of occupancy permit.**

**A re-inspection will be required if during the initial inspection deficiencies are found to exist in the items listed above. All follow up inspections are required to be completed within 14 days of any failed inspection. All applicable fees are required to be paid prior to scheduling the re- inspection.**

**If additional time is required for making the necessary repairs a written request for additional time is required to be submitted to the Building Department within that 14 day period. Extensions shall not be granted for a period of greater than 15 days.**

Section 3406.1.3 CERTIFICATE OF OCCUPANCY. Upon the approval of the site visit/inspection a new Certificate of Occupancy shall be requested by the owner or the owner's designated agent. If no Code violations were observed and provided the new or proposed use/occupancy is less hazardous, based on life and fire risk, than the existing use a new Certificate of Occupancy shall be issued. In addition a new Certificate of Occupancy will not be issued until the new occupancy has completed the required business registration and all associated fees paid to the Village of Oswego.

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<sup>i</sup> Based on the 2006 International Building Code and Ordinance 09-01 passed on 01/06/09

<sup>ii</sup> No addition, deletion or alteration of the structure, walls, or exits in the structure.

<sup>iii</sup> No addition, deletion or alteration of the existing electric, plumbing or HVAC.

<sup>iv</sup> No addition, deletion or alteration of the fire suppression or fire alarm systems.