

VILLAGE OF PLAINFIELD

COMMERCIAL INTERIOR CHANGE OF OCCUPANCY PERMIT REQUIREMENTS

THE FOLLOWING LIST OF ITEMS ARE TO ENSURE ALL REQUIREMENTS ARE MET FOR THE BUILDING DEPARTMENT.

- ✓ Complete Permit Application – include full description of scope of work.
- ✓ Final inspections must be scheduled with the Building Department and the Fire Department.
- ✓ A pre-permitting inspection may be required.

A “Change of Occupancy Permit” is a build out that only consists of bringing in furniture and nothing more.

- **FAILURE TO SUBMIT ALL ITEMS FOR PLAN REVIEW SHALL CAUSE THE PERMIT APPLICATION TO BE REJECTED.**
- **THE CUT-OFF TIME FOR SCHEDULING INSPECTIONS IS 3:00 P.M. (NO EXCEPTIONS)**
- **A MINIMUM “24 HOUR” NOTICE IS REQUIRED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**
- **AFTER RECEIVING A “CERTIFICATE OF OCCUPANCY” A BUSINESS LICENSE IS REQUIRED FROM THE POLICE DEPARTMENT.**
- **OCCUPANCY PERMIT FEES WILL BE DETERMINED BY SCOPE OF WORK. THIS WILL INCLUDE INSPECTION AND ADMINISTRATIVE FEES.**

VILLAGE OF PLAINFIELD

APPLICATION FOR COMMERCIAL INTERIOR "CHANGE OF OCCUPANCY PERMIT"

ADDRESS: _____ OPENING DATE: _____

BUSINESS NAME: _____ TYPE OF BUSINESS: _____

WORK PERFORMED: _____

Business Contact Information

Owner of Building

Owner of Business: _____

Street: _____

City, State, Zip: _____

Phone: (____) _____

Fax: (____) _____

Email : _____

Owner of Building: _____

Street: _____

City, State, Zip: _____

Phone: (____) _____

Fax: (____) _____

I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Change of Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the district.

Print Name: _____

Sign Name: _____

Permit Issued By: _____
(BUILDING OFFICIAL)

(PLANNER APPROVAL)

Date: _____