



ESTABLISHMENT OF NEW BUSINESS OCCUPANCY

The Village of Winnetka is anxious to assist new businesses considering locating in the Village, and we look forward to working with you to providing information on available spaces, as well as clarification regarding Village codes and permitting requirements. New business occupancies require evaluation for compliance with the Zoning Code and Building Code. The *Zoning Code* defines which types of business are permitted, and the types of businesses permitted vary depending on location. *Building Codes* proscribe minimum requirements for the safety of building occupants and the public.

Certain occupancy types, including changes to *use group classification* may require upgrades to building life-safety systems, such as the installation of fire sprinklers, fire detection and alarm systems. In addition, certain occupancy types such as restaurants, coffee shops or other food preparation may involve detailed requirements for life safety, plumbing and sanitation. As a result, it is important to seek clarification of such requirements by submitting a Business Establishment Occupancy (BEO) Application (page 2).

Upon receipt of the attached application and related materials, the Village will expedite the scheduling of a no-charge “pre-occupancy inspection” with any prospective tenant to identify possible required building system upgrades, or to answer any code related questions. If you are working with an architect and/or contractor, you are encouraged to invite their participation in the inspection.

We recommend that prospective tenants complete the application and inspection prior to signing a lease so that code related information can be incorporated into lease discussions.

Submittals should be emailed to Anita Lichterman, Village Permit Coordinator, alichterman@winnetka.org Please call Anita with any questions regarding scheduling at (847) 716-3520.

Please address the following requirements with respect to your permit application.

1. **Complete application** on page 2 and 3 of this document.
2. Submit a **detailed written explanation** of the type of business you are proposing to establish. This explanation should include, but not limited to, the following information: 1) whether the business will be open to the public, 2) the anticipated approximate days/hours of operation; 3) the approximate anticipated number of employees, 4) a general description of type of merchandise and goods to be sold, 5) a description of any personal, professional, or business services to be offered.

Optional - established existing businesses may find it helpful to include information on existing locations or website address.

Food & beverage services - businesses proposing to incorporate food or beverage service or preparation should include a full draft menu to allow consideration of food storage, preparation, and sanitation requirements.

3. A **floor plan sketch** indicating the general configuration of the tenant space proposed to be occupied, showing the layout of the existing space, together with any anticipated reconfiguration of the space to be achieved through either construction of new walls, or modification or demolition of existing walls. **Label proposed uses of space** as appropriate (“*retail sales area*”, “*private office*”, “*treatment room*”, “*checkout counter*”, “*meeting room*”, “*staff lounge/breakroom*”, etc.) **Plans need not be prepared by an architect or be to-scale – most plans we receive are hand drawn!**
4. Installation of new or modifications to existing awnings and signs require permits. Contact the Community Development Department at (847) 716-3522 for assistance with applying for awning permits, sign permits or other exterior building modifications.



BUSINESS ESTABLISHMENT OCCUPANCY APPLICATION

Premises to be Occupied				
Street address of premises to be occupied			Previous Tenant name <i>(if known)</i>	
Property Owner / Management Company Name				
Owner / Management Company Address				
City	State	Zip	Phone	Email
Proposed Tenant Information				
Business Name				
Primary Contact Name			Title	
Primary Contact Address				
City	State	Zip	Phone	Email
Business website				
Intended Use of Establishment				
Please indicate if any of the following are included in the business operation: <input type="checkbox"/> 1. Sale of food or beverages <input type="checkbox"/> 2. On-site cooking and/or food preparation <input type="checkbox"/> 3. Sale of Merchandise or Goods at Retail				
Additional Information About Proposed Business				
Will your business be open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO			Approximate Number of Employees	
Proposed Hours of Operation				
Address of existing business locations, if applicable				
Please give a general description of the type of merchandise and goods to be sold, and/or personal, professional, or business services to be offered.				



Food and Beverage Service / Preparation Businesses Only

Please include or attach a full draft menu to allow consideration of food storage, preparation, and sanitation requirements.

Signature and Times Available

Please list a range of dates and times that you are available for the pre-occupancy inspection.

Floor plan sketch attached? YES NO

Applicant Signature

Date

*****OFFICE USE ONLY*****

Development Services Inspection Date	B/P/E/M	F	Z	ED	ELEVATOR? YN # _____	Sign: Yes No # _____ Electrical: Yes No Size: _____
ZONING:		FIRE:			BUILDING:	
Remarks:						

Approved by Director _____

Date _____