Occupancy/Tenant Build-out Permit Application

Village of Shorewood
One Towne Center Blvd., Shorewood, IL 60404
Phone (815)725-2150 • Fax (815)744-6766

SUBMISSION CHECKLIST - Complete this application and attach the following (if applicable):

1) (2) sets Construction Plans for Tenant Build-out.
2) Plumber's Letter of Intent as required by IL Plumbing Act 094-0132.*
3) Fire Department Plan Review approval letter.
4) Health Department Plan Review approval letter.
5) Business License and Registration Application (attached).

Please allow a minimum of one week for processing and note that incomplete submissions will extend the review time. Zoning regulations are on our website www.vil.shorewood.il.us

BUSINESS NAME: _____

Business Owner: _____

Business Address: _____

Business Phone #: _____ Other Phone #: _____

DESCRIPTION AND COST OF WORK: **ESTIMATED COST: $** _____

_____

_____

CONTRACTORS:	**Company Name**	**Phone #**	**Shorewood License#**
General			
Carpentry			
Concrete			
Drywall			
Electric			
Plumbing *			
Siding			
Other			

APPLICANT SIGNATURE:

_____ _____ _____
Signature Print Name Date

Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and he/she has been authorized by the owner to make this application as his/her authorized agent. Please attach a copy of the signed contract authorizing the work.

APPROVAL: DATE: FEE: $