



Village of Buffalo Grove  
Building and Zoning Department

Tenant and Use Form

ZONING USE APPROVAL ONLY (no other information verified or approved)

TYPE OF USE: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Site Address (including suite no.): \_\_\_\_\_

1. Please attach a letter that gives a *detailed* description of this company and its operation within this location and provide a listing of all special equipment, chemicals, or compressed gases stored on or used on site. In addition, provide Material Safety Data (MSD) sheets for the chemicals and a listing of the maximum amounts to be stored at this site.
2. Ownership/Leasing Information:  
 Own the Property: \_\_\_\_\_ Existing Buffalo Grove Business \_\_\_\_\_ New Location \_\_\_\_\_  
 New Lease from Property Owner/Management Co.: \_\_\_\_\_  
 Type of Business Previously Occupying This Space: \_\_\_\_\_  
 Sublease from Existing Tenant: \_\_\_\_\_  
     Existing Tenant is: \_\_\_\_\_  
 Sublease from Prior Tenant: \_\_\_\_\_  
     Prior Tenant was: \_\_\_\_\_  
 This is an expansion \_\_\_ or reduction \_\_\_ of our current space by \_\_\_\_\_ sq. ft. Total sq. ft. of space \_\_\_\_\_.
3. Type of Business: Retail: \_\_\_\_\_ Wholesale: \_\_\_\_\_ Office: \_\_\_\_\_  
                                   Manufacturing: \_\_\_\_\_ Other: \_\_\_\_\_
4. Total No. of Employees: \_\_\_\_\_ No. of Employees Per Shift: \_\_\_\_\_  
 Total Sq. Ft. of Space: \_\_\_\_\_ Office/Storage: \_\_\_\_\_ Warehouse/Storage: \_\_\_\_\_
5. Does your business operate at more than one location in Buffalo Grove? \_\_\_\_\_  
 What is the address of the additional location(s): \_\_\_\_\_
6. \$150.00 Certificate of Occupancy fee due PRIOR to inspection and Certificate issuance.

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**BUSINESS LICENSE INFORMATION:**

A Business License Application *must* be completed before your Certificate of Occupancy and/or business license is obtained. Please contact Jane Olson, Village of Buffalo Grove, 50 Raupp Boulevard, Buffalo Grove, IL. 60089, (847) 459-2511, for information.

Person responsible for obtaining the Business License:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Sales or Occupation Tax # \_\_\_\_\_

# **TENANT AND USE FORM REQUIREMENTS**

The Building and Zoning Department requires a completed Tenant and Use Form with all new non-residential building permits and business license requests.

**Required:**

**A completed Tenant and Use Form.**

**\$150.00 Certificate of Occupancy fee due PRIOR to inspection and Certificate issuance.**

**A detailed letter describing the company and its operation within the proposed new location and a listing of all special equipment, chemicals, or compressed gases that are used at this location, listing the maximum amounts that are stored, and the Material Safety Data (MSD) sheets for these chemicals.**

**For multi-tenant buildings, provide a drawing showing your space in relationship to the building, leased demising walls, and the tenant names and/or use of all contiguous spaces.**

**Any questions that you may have on the form or the permit submittal process should be directed to the Building and Zoning Department, at (847) 459-2530. You may fax the completed Tenant and Use Form to the Building Commissioner at (847) 459-7944. For business license information please call Jane Olson, Deputy Village Clerk, at (847) 459-2511.**