

COMMERCIAL RE-OCCUPANCY GUIDELINES

The City of Wheaton recognizes the importance of informing prospective building owners and tenants of pertinent city zoning regulations and building code requirements and as such has passed an ordinance, and implemented this program that requires a Certificate of Use and Occupancy prior to occupying any non-residential building or tenant space.

The re-occupancy review process is initiated by the building owner, tenant or their representative by completing the attached application form, providing a plan of the space and submitting the \$150.00 processing fee to the Wheaton Development Department for our review.

Staff will perform a zoning and building review of the documents provided, we will then contact you to set up a time for us to walk through the space to perform an inspection. If during our inspection we have completed our review we can then provide you with a summary of our findings as well as a copy of the review comments. There are three possible summaries;

1. **Approved** – Based on the information provided, reviews and inspections performed, the building and/or space is in compliance with codes, a Certificate of Use and Occupancy can be issued.
2. **Conditionally Approved** – Based on the information provided, reviews and inspections performed the building and/or space *will be* in compliance with codes after all conditions/corrections listed on the Review and Summary Form are made, a Certificate of Use and Occupancy will be issued upon an approved final re-occupancy inspection.
3. **Denied** – Based on the information provided, reviews and inspections performed the building and/or space *is significantly not* in compliance with codes listed on the Review and Summary Form or the information submitted is insufficient. Additional or new information will need to be provided and/or a building permit may need to be issued if extensive repairs or changes are required.

The summary sheet will also inform you of any additional permits or licenses that may be required from other City departments and/or governmental agencies, for example; the sale of food will require both a city license as well as approval by the DuPage County Health Department. It is at this time that we will also inform you of programs or grants that may be of assistance to you.

The Emergency Notification Form that is included in this packet will be required to be completed and made available when our staff performs the final inspection. This information will be forwarded to the Police Department in the event that an emergency should occur on your premises and they need to either enter the building or notify you of the occurrence.

It is our recommendation that no work be done to the premises until such time that we have completed our review and have provided you with a summary of our findings.

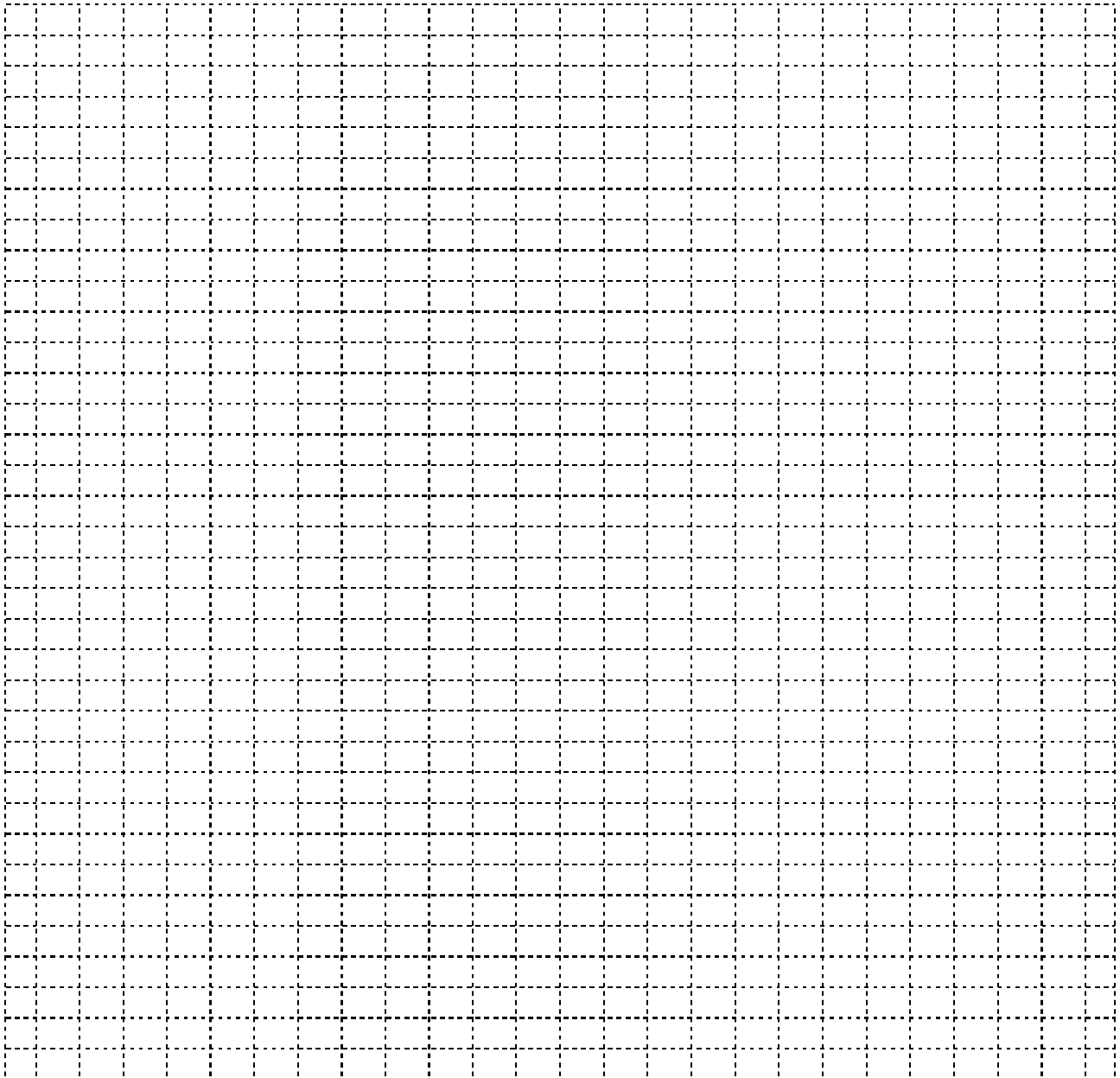
Associated Documents

- 1) Commercial Re-Occupancy – Application for Permit
- 2) Sign Guidelines
- 3) Sign Application for Permit

PLAN OF BUILDING OR SPACE TO BE OCCUPIED

Please provide a plan of the building or space(s) to be occupied, we will accept an existing architects blue print or plan if available or will accept a scaled plan on the graph paper provided below, or similar. Items to be identified on plan shall include existing (and proposed) exterior and interior walls, location of exit signs, emergency lights, smoke or heat detectors, pull stations, locations of doors and direction of door swing, and if available proposed fixture layout (example; counters, equipment and furnishings). Identify use of rooms and dimensions of rooms to allow us to confirm square footage. Indicate names and/or description if uses adjacent to your space (example: Chiropractors office to the north, hair salon to the south, residential upstairs and vacant basement). If adjacent to a street indicate name and north arrow.

Is there a fire sprinkler system in the building or space? _____



EMERGENCY NOTIFICATION CARD WHEATON POLICE DEPARTMENT

Please provide the information requested below at the time a Certificate of Use and Occupancy is issued, it will be forwarded to the Police Department and maintained on file by the City for utilization for emergency purposes only and is kept confidential. Should any of this information change, please fax the corrected information to the Wheaton Police Department at (630) 260-2154.

Completed or Revised on: _____

Business Name _____

Address _____

Phone _____

PERSONS TO BE NOTIFIED

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

Received by _____ Date _____

_____ Officers of the Wheaton Police Department have my approval to conduct an inspection of my business premises without my presence or that of my agent in the event that the premises is found unsecured after business hours.

_____ Officers of the Wheaton Police Department do not have my approval to conduct an inspection of my business in the event that the premises is found unsecured and I understand that the officer(s) may not remain at the premises until my arrival or that of my agent at the premises.

Name of Owner/Manager - please print or type

Signature of Owner/Manager

This information will be stored in a secure database
That can be accessed by authorized users from other
City of Wheaton Depts. for official use only. Date _____