



3200 Washington Blvd. • Bellwood, Illinois 60104-1984  
 708.547.3500  
 Office of the Building Commissioner

Date _____
No [REDACTED]

### Certificate of Occupancy Application

The Village of Bellwood Municipal code, chapters 150 and 156, require a certificate of occupancy be issued for each space, structure or premises before it is approved for use and occupied by an owner or tenant. The attached information will be used in conjunction with an on-site inspection to determine that your business or use is compatible to existing ordinances and codes and or the proper variances have been obtained to allow the space to be occupied. This application needs to be completed regardless of the fact that you may have been occupying the space prior to this year. The issuance of the business license is directly tied to this information. **Village policy states that no business license or other operational licenses will be issued until a certificate of occupancy has been obtained.** We thank you in advance for your cooperation.

#### 1. Property Location

Date:	Property ID <i>(Office Use Only)</i>
Address:	Suite #:

#### 2. Business Information

Business Name:		
Phone Number:	Fax Number:	Email:
Tax ID #	FEIN #	

#### 3. Owner Information (List all owners - Add additional pages as necessary)

Name:			
Address:	City:	State:	Zip Code:
Phone Number:	Email:		

#### 4. Agent Information

Name:			
Address:	City:	State:	Zip Code:
Phone Number:	Email:		

SAMPLE PRINT PERSON  
DO NOT OBTAIN IN PERSON  
MUST OBTAIN IN PERSON