



Establishment of Use

Business - Commercial - Industrial - Institutional
(To be completed and submitted with Permit Application)

General Information

Date: _____

Business Name: _____

Address: _____

Owner of the property: _____

Previous use:

Description of proposed use:

Number of Employees: _____

Number of parking spaces for building:

Regular: _____ ADA: _____ Total: _____

Number of parking spaces required for use:

Regular: _____ ADA: _____ Total: _____

Contact Person:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

INFORMATION REQUIRED FOR PERMIT APPLICATION

1. **Building Permit Application** must be completed and submitted with the Establishment of Use Form.

2. **Building Information:**

Building Code Information:

Use Group: _____

Construction Type: _____

Fire Suppression System: YES NO

Monitored Fire Alarm System: YES NO

Building Plan (for multi-tenant buildings) - clearly indicate location of tenant space on a floor plan showing the entire building. Label all suites and list all other uses in the building. Indicate any fire separation walls between tenant spaces.

Floor Plan - a floor plan indicating the uses of all rooms and areas and locations of exits. If *ANY* changes to the floor plan are proposed or if the new use is a change of use under the *2021 International Building Code*, permit drawing must be prepared by an Illinois licensed architect.

3. **Building Site Plan / Parking Plan** - Plan must show the existing parking lot including accessible spaces, ramps and routes to entrances. Indicate number of total spaces and number of spaces required for the proposed use. If the building is multi-use and other tenants are in the building, indicate use, locations, and number of parking spaces for the existing other uses

4. **Signs** - a sign must be applied for as a separate permit..

5. **Other Information** - Other jurisdictions may also have to review and approve your project before an Establishment of Use permit will be issued. The following must be submitted to the appropriate jurisdiction (if applicable):

Fire Department Review - Applicants must notify the Fire Department of their new proposed use.

Water Supply and Sewage Disposal - May need to be reviewed and approved by either of the following:

- ❖ **Kane County Health Department** - Environmental Health Division, for all wells and septic systems. Change in use may require changes to existing wells or septic system.
- ❖ **Sanitary District** - Sanitary districts may need to verify adequacy of existing taps for the proposed use.

Food Handling Establishments - Contact Kane County Health Department - Environmental Health Division and obtain written approval.

KDOT Impact Fee - Contact Kane County Division of Transportation regarding impact fees.

Additional Information- may be required for certain uses.