



## VILLAGE OF BURR RIDGE APPLICATION FOR ZONING CERTIFICATE OF OCCUPANCY

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The Burr Ridge Zoning Ordinance requires issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires completion of this form and a **\$50.00 application fee**. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

<b>NAME OF BUSINESS:</b>	
<b>TELEPHONE NUMBER:</b>	<b>BUSINESS ADDRESS:</b> Burr Ridge, IL 60527
<b>BUSINESS OWNER:</b>	

**TYPE OF BUSINESS** (Please provide a description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below):

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<b>Industrial:</b> <input type="checkbox"/> Manufacturing <input type="checkbox"/> Research <input type="checkbox"/> Warehouse <input type="checkbox"/> Other	<b>Commercial:</b> <input type="checkbox"/> Retail Sales <input type="checkbox"/> Retail Services <input type="checkbox"/> Restaurant <input type="checkbox"/> Other	<b>Office:</b> <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Other
<b>This application is</b> <input type="checkbox"/> New Business in Village <input type="checkbox"/> Relocation within Village <b>For (check one):</b> <input type="checkbox"/> Expansion of Business at Same Location <input type="checkbox"/> Other		
No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)	Floor Area of Space to be Occupied:	
Number of On-Site Parking Spaces Available:	Number of Off-Street Loading Berths:	
Business Hours and Days:	Sales Tax ID No. (for retail only)	
Name of Business Previously Occupying Floor Space:		

**BUSINESS CONTACT:**

_____ Name _____	_____ Telephone # _____
_____ Address _____	_____ For Police Emergency Purposes _____

**PROPERTY OWNER:**

_____ Name _____	_____ Telephone # _____
_____ Address _____	

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.



or parcel, lot, lots, block or blocks, or portions thereof, according to the registered or recorded plat of such land; and

- b. Additional drawings drawn to a scale in such form as may, from time to time, be prescribed by the Community Development Director showing the ground area, height, and bulk of the building or structure, the building lines in relation to lot lines, the use to be made of the building, structure, or land, the number of dwelling units and number of bedrooms in such dwelling units, and such other information as may be required by the Community Development Director for the proper enforcement of this Ordinance.
- c. The Community Development Director may, in those cases where in his judgment it is necessary, require certification of said site plan by a registered or licensed professional engineer, registered or licensed architect, or registered or licensed land surveyor.

**3. Compliance with Performance Standards**

An application for a zoning certificate for a building or structure (or portion thereof) and use which requires compliance with the Performance Standards as herein set forth in the general regulations of the Manufacturing Districts shall have affixed to it the certification of a professional engineer, licensed by the State of Illinois, and who is qualified to review the engineering aspects of the various performance standards regulations. Such certification shall state that the building or structure (or portion thereof) and the operation of the use thereof, or the use of land when no building or structure is involved, complies with all provisions of this Ordinance pertaining to such Performance Standards.

**4. Issuance of Certificate**

The Community Development Director shall, upon receipt of such application, approve and authorize the issuance of a zoning certificate, provided there is compliance with all other relevant provisions of this Ordinance. The issuance of a zoning certificate shall not relieve the applicant and owner from fully complying with all applicable provisions of this Ordinance unless the Board of Trustees approves a variation therefrom by separate ordinance. Final compliance shall be determined at the time of application for a certificate of occupancy.

**G. ZONING CERTIFICATES OF OCCUPANCY**

**1. When Required**

No land, building or structure shall be occupied or used until and unless a Zoning Certificate of Occupancy is issued by the Community Development Director in accordance with the requirements of this Section XIII.G.

- a. Existing Uses: Within nine (9) months of the effective date of this Ordinance, no person shall continue to use or occupy, or permit the use or occupancy, of any non-residential use, building or structure in existence at the time of the effective date of this Ordinance without first obtaining a Zoning Certificate of Occupancy as provided for herein.
- b. Change in Use, Occupancy, Ownership: Upon the effective date of this Ordinance, no person shall change the use, occupancy or ownership, or permit the change in use, occupancy or ownership, of any non-residential use, building or structure, without first obtaining a Zoning Certificate of Occupancy as provided for herein. A "change in use" shall include, but not be limited to, any change where the business entity becomes a new business entity even though the zoning use is the same (e.g., if "X Cleaners" becomes



"Y Cleaners", and takes over this same space, whether by lease, purchase, or any other means, this shall constitute a "change of use" requiring a new Zoning Certificate of Occupancy).

For purposes of this section, "change" of "ownership" shall refer to the conveyance of any real property interest involving the transfer of title, equitable title, beneficial interest, or leasehold interest, or in the case of non-real property "changes" for a corporation, trust, partnership, sole proprietorship, or other business form, the transfer (by sale, gift, exchange, assignment or any other transfer of any kind) of an interest (e.g., shares or beneficial interest) representing more than 25% of the business or more than 25% of the assets of any such business.

- c. New Construction: No person shall occupy or use, or permit the occupancy or use, of any building, or portion thereof, constructed after the effective date of this ordinance, nor use any land, vacant on the effective date of this Ordinance, for any purpose (including but not limited to customer parking) without first obtaining a Zoning Certificate of Occupancy. Zoning Certificates of Occupancy for sexually oriented businesses as defined in Chapter 9 of the Burr Ridge Municipal Code, shall only be issued after the applicant has complied with all requirements for occupancy as specified in said Chapter 9 of the Burr Ridge Municipal Code. (Amended by Ordinance A-834-3-97)

2. **Requirements**

The Community Development Director shall issue Zoning Certificates of Occupancy, as required herein, only upon a finding of compliance with the following:

- a. The regulations of this Ordinance pertaining to parking and loading, and permitted uses; and
- b. The decisions, conditions or special requirements resulting from the granting of special use permits, or the applicable terms of any lawfully existing annexation agreement affecting the construction of buildings and/or structures on and the use of property.

3. **Application**

Every application for a Zoning Certificate of Occupancy, as required herein, shall be made directly to the Community Development Director on forms provided for by the Community Development Director.

4. **Issuance**

The Community Development Director shall review all applications for a Zoning Certificate of Occupancy and within a reasonable period from the application date, shall either issue a Zoning Certificate of Occupancy or deny such an application in a writing that sets forth the reasons why the Certificate cannot be issued.

H. **VARIATIONS**

1. **Purpose**

The Zoning Board of Appeals may recommend variations from the regulations of this Ordinance to the Village Board of Trustees under the standards set forth below. Such variations shall be considered only in specific instances hereinafter set forth, and where the Zoning Board of Appeals holds a public hearing and makes findings of fact in accordance with the standards hereinafter prescribed.



# New Business Checklist



## Things to Know Before Starting a Business in Burr Ridge



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Village of Burr Ridge  
Economic Development Committee  
7660 County Line Road  
Burr Ridge, Illinois 60527  
Phone: (630) 654-8181  
Fax: (630) 654-4542  
[www.burr-ridge.gov](http://www.burr-ridge.gov)

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- A building permit is required for remodeling including, but not limited to, relocation of walls and doors; adding or modifying electrical or plumbing fixture; reconstruction of parking lots and driveways; and any work to be done in the public parkway/right-of-way. For more information on permits, contact the Village's Building and Zoning Division at (630) 654-8181, extension 3000.
- A Zoning Certificate of Occupancy is required prior to occupancy of any non-residential building in the Village of Burr Ridge; Contact the Community Development Department at (630) 654-8181, extension 3000 or 3030, or download the form from the Village's web site: [www.burr-ridge.gov](http://www.burr-ridge.gov).
- Banners, pennants, streamers, balloon signs, and other portable or temporary signs are prohibited. A single sign advertising floor space for sale or lease is permitted but cannot exceed 12 square feet in area and 5 feet in height.
- All manufacturing and industrial businesses must comply with the Performance Standards relative to noise, odors, and emissions as outlined in the Burr Ridge Zoning Ordinance. For a complete listing of performance standards, please refer to Section X.C of the Zoning Ordinance which can be found on the Village's web site.
- Outside, overnight parking of trucks or trailers is prohibited except in a Manufacturing or Business District except that two delivery trucks not exceeding 24,000 lbs. apiece may be stored in the rear yard of the property out of sight of any adjacent residential areas.
- Contact the Police Department and the local Fire District to register your security alarm and fire alarm systems.
- A sign permit is required for new signs and any changes to existing signs. Changes to existing signs, including changing the sign face or text, require a permit and the sign must conform to the Village of Burr Ridge Sign Ordinance, available on the Village's web site.
- Contact the Village's Finance Department to ensure proper billing for your water service. The Finance Department may be contacted at (630) 654-8181, extension 4030.
- Trash dumpsters kept outside of a building must be kept closed except when being used and must be located within an enclosed area behind the building.
- Outside storage or display of products, materials, or equipment is prohibited unless specifically approved by the Village of Burr Ridge Board of Trustees via grant of a special use permit.
- Hours of operation in a Business (Retail) District are limited to 8 AM to 10 PM unless otherwise authorized by the Burr Ridge Board of Trustees via grant of a special use permit.
- Consider linking your business's web site to the Village web site. Contact Janet Kowal, Communications and Public Relations Coordinator, at (630) 654-8181, extension 2120 to list your business for free.

**W**hen starting a business in Burr Ridge, most questions are directed to members of our Community Development Department at (630) 654-8181. The following is a list of Department staff that can assist you:

**Doug Pollock, Community Development Director and Building Commissioner, ext. 3000**

*Department supervisor, primary land use & development planner, prepares long range planning studies, advisor to Plan Commission & Board of Trustees, liaison to development community.*

**Julie Tejkowski, Building and Zoning Assistant, ext. 3010**

*Processes building permit applications, handles public inquiries, coordinates plan review & inspections.*

**Susan Ruiz, Community Development Secretary, ext. 3030**

*Provides clerical support, performs duties of Building & Zoning Assistant in her absence.*

### **Economic Development Committee Mission Statement**

*To act as a recommending body to advise the Village Board and Staff on ways to develop a positive business climate, consistent with the existing residential character of the community, which will encourage the retention of existing businesses and promote and assist in the growth and development of new businesses. The Burr Ridge Economic Development Committee will seek to build relationships among the Village Board, Staff, commercial developers, various associations of commerce and industry and Burr Ridge businesses that encourages an exchange of information, the promotion of the Village as a viable location for new investment and the development of policies which will provide the impetus for the retention/expansion of the local tax base and employment*

**The Village of Burr Ridge... A Very Special Place**