

APPLICATION FOR OCCUPANCY

VILLAGE OF LIBERTYVILLE

Community Development Department

Phone: (847) 918-2020

325 N Milwaukee Ave, Ste 203, Libertyville, IL 60048

Email: building@libertyville.com

www.libertyville.com/building

Fax: (847) 918-9439

Location Address	Business Name

Application Information: New Business Name Change Address Change Ownership Change

Property Owner/Landlord Name	Street Address, City, State, Zip	Contact Information
		Phone:
		Email:

BUSINESS INFORMATION

Business Contact Name & Position	Street Address, City, State, Zip <small>(If different from Libertyville location)</small>	Contact Information
		Phone:
		Email:

Business Description <small>(Specific Intended Use)</small>	

Proposed Modifications <small>(check all that apply)</small>	<input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Signage <input type="checkbox"/> Temporary Signage <input type="checkbox"/> None
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Square Footage to be Occupied		Number of Employees	
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Hours of Operation	Days of Operation	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
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Number of Dedicated Parking Spaces	
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Number of Company Vehicles <small>(if applicable)</small>		Parking Overnight?	<input type="checkbox"/> No <input type="checkbox"/> Yes # _____
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Would You Like to be Listed on the Village Business Directory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Business Website	
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Liquor License Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, contact Village Hall at 847-362-2430)
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Owner's Representative Legal Statement

<p><i>All information provided herein is true and correct and all provisions of the ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.</i></p>	<p><i>This Box for Office Use Only</i></p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Print Name of Applicant</th> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td>Property Owner/Landlord</td> </tr> <tr> <td></td> <td>Occupant</td> </tr> <tr> <td></td> <td>Other</td> </tr> <tr> <th style="width: 70%;">Signature of Applicant</th> <td style="width: 30%;">Date</td> </tr> </table>	Print Name of Applicant			Property Owner/Landlord		Occupant		Other	Signature of Applicant	Date	
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<p>FOR OFFICE USE ONLY: <small>S:\Building\mac\Forms Procedures & Labels\Application for Occupancy 2025.doc</small></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NAICS</th> <td style="width: 25%;">Zoning Approval</td> <td style="width: 25%;">Approval Date:</td> </tr> <tr> <td></td> <td>Building Approval</td> <td>Approval Date:</td> </tr> </table>	NAICS	Zoning Approval	Approval Date:		Building Approval	Approval Date:				
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