

Occupancy



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631
www.vohe.org/permits

All new businesses in the Village of Hoffman Estates are required to obtain a Certificate of Occupancy prior to obtaining a Business License. This includes the following:

- Businesses that are new to the Village
- Existing Businesses that are relocating to another Village location
- An existing business that is relocating to another tenant unit in the same location
- An existing business that has a change in ownership

Note: Businesses that are building out a tenant space are also required to obtain a Certificate of Occupancy; however, they will need to apply for a TENANT BUILD OUT permit.

Submittal Requirements:

- Completed Occupancy Permit Application. The link to the application can be found on the Building Permits webpage under Commercial Permit Handouts at www.vohe.org/permits.
- Business Operations Narrative including:
 - Detailed description of the business and all operations on site.
 - Description of space and if any work has been completed in the space (including cosmetic work).
 - Must be typed using the business letterhead or logo.
- Floor Plan / Layout with rooms labeled by use
 - Should be obtained from the real estate agent or landlord

Inspections:

- A final and fire division sign off inspections will be required.
- Additional inspections may be required as seen fit.

NOTE: After you submit your Certificate of Occupancy permit, please contact the Village Clerk at (847) 781-2625 or villageclerk@vohe.org regarding a Business License application. The Certificate of Occupancy will not be issued until the Village Clerk has received the Business License application.