

East Dundee and Countryside Fire Protection District

401 Dundee Ave.
East Dundee IL 60118



www.edfire.com
Fireprevention@edfire.com

CERTIFICATE OF OCCUPANCY APPLICATION

All new businesses in the East Dundee Fire District are required to obtain a Certificate of Occupancy, in addition to any necessary licenses from the local village or county. This requirement applies to:

- New businesses entering the district's jurisdiction
- Existing businesses relocating to a different location
- Existing businesses moving to another tenant unit at the same address
- Businesses changing ownership
- Businesses altering their use
- Businesses building out tenant spaces

Business operators must understand that local village or county requirements will only be approved once the Fire District has issued a Certificate of Occupancy. The building or tenant space cannot be occupied, nor can business operations commence, until all Certificate of Occupancy requirements, including inspections, have been met. Please see [attachment [A]] for the District's Fire Safety Checklist, which should assist in preparing for your inspection.

All permit applications must be submitted in full; applications with missing information will not be accepted and will not initiate the application process. Any false, misleading, or omitted information may result in the revocation of any certificate or permit issued based on this application. Receipt of an application does not obligate the Fire District to issue a Certificate of Occupancy, highlighting the importance of providing complete and accurate information along with passing inspections.

This application must be accompanied by a floor plan of the tenant space, clearly labeled with room uses. The real estate agent or landlord should also provide a floor plan of the space. A Business Operations Narrative Letter detailing the business, its operations, and its background is required. This letter must be typed on business letterhead or include the business logo and address all on-site operations. Any food-handling business will be subject to village and county health inspections.

Additional documentation and fees may be required. The Fire District will email the business owner or applicant if further information is necessary.

Businesses planning to make interior or exterior modifications—including, but not limited to, structural, mechanical, electrical, plumbing, or life safety systems—must comply with local Fire District, Village, or County permits and requirements. Please contact the East Dundee Fire District Fire Marshal and your local Village or County Building Department regarding required permits and procedures before commencing any work.

Certificate of Occupancy Application Process

- STEP 1** Submit the Certificate of Occupancy Application along with the required supporting documents **by the applicant (owner or manager)**.
- STEP 2** The **Fire Prevention Bureau** will review your Certificate of Occupancy Permit Application.
- STEP 3** The **Fire Prevention Bureau** will send the applicant a *one-time* occupancy invoice via Square Online. The applicant must pay the Certificate of Occupancy Fee. If payment is not received, the inspection will not be completed, and the business will not be permitted to occupy the space. Payment can be made by check or through Square Online and must be received by the time of the scheduled inspection.
- STEP 4** Schedule the occupancy inspection with the Fire Prevention Bureau. The applicant will be informed if additional inspections or fees are necessary.
- STEP 5** The Certificate of Occupancy will be issued once all fees, permits, and other requirements from the Fire District and/or village/county are fulfilled. The business must meet all criteria before opening.

Business Name: _____

Address: _____ **Suite/Unit:** _____

City: _____ **State/Zip:** _____

Phone number: _____ **Unit/Building Square Footage** _____

E-Mail Address: _____

Business Hours:

Mon-Fri: _____ *thru* _____ **Sat:** _____ *thru* _____ **Sun:** _____ *thru* _____

****LIST KEYHOLDERS AND PHONE NUMBERS THAT CAN BE REACHED AFTER NORMAL BUSINESS HOURS ****

1st to be called:

Name: _____ *Home:* _____

Email: _____ *Cell:* _____

☐ Key Holder ☐ Manager ☐ Business Owner ☐ Building Owner

2nd to be called:

Name: _____ *Home:* _____

Email: _____ *Cell:* _____

☐ Key Holder ☐ Manager ☐ Business Owner ☐ Building Owner

3rd to be called:

Name: _____ *Home:* _____

Email: _____ *Cell:* _____

☐ Key Holder ☐ Manager ☐ Business Owner ☐ Building Owner

Business Owner Information

Name: _____

Address: _____ **Suite/Unit:** _____

City: _____ **State/Zip:** _____

Email: _____ **Phone:** _____

Property Owner Information

☐ **It is the same as the Business Owner.**

Name: _____

Address: _____ **Suite/Unit:** _____

City: _____ **State/Zip:** _____

Email: _____ **Phone:** _____

Final Occupancy Inspection Fees
(Includes required Fire Plan Review Costs)

as prescribed in the East Dundee Fire District Local Ordinance 2024-O-01 attachment [A] Fee Schedule.

<u>0-500 sq ft</u>	<u>501-1,000 sq ft</u>	<u>1,001-5,000 sq ft</u>	<u>>5,000 sq ft</u>
\$250.00	\$350.00	\$450.00	\$550.00

Proposed Business Operations

Type of Business _____

Number of Employees: _____ Max Number of Employees at Peak Hours: _____

Applicant Certification

- *I certify that I have read the information on Page 1 and agree to submit all information required by the Fire District.*
Initial _____
- *I certify that the above information is accurate and correct to the best of my knowledge and agree I must inform East Dundee Fire District if circumstances change.*
Initial _____
- *I certify that all work required by Local Villages or Counties will be completed before occupying the site and that all necessary permits for site or building work will be obtained.*
Initial _____
- *I certify that I will submit a Floor Plan and a Business Operations Narrative as part of this application and as outlined on Page #1.*
Initial _____
- *I certify that I will obtain the Certificate of Occupancy from the Fire District before occupying the site.*
Initial _____
- *I acknowledge that separate local Village or County requirements have been met.*
Initial _____

Name of Applicant (Print): _____

Signature: _____

Date: _____

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Fire Safety Guideline

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Access and Premises

- ☐ The building address should be visible from the street.
- ☐ Exterior access should be clear.
- ☐ Fire department connections should be visible and accessible.
- ☐ The Knox box should be accessible and have proper keys for the complete building.
- ☐ Fire hydrants should be visible and accessible.

Means of Egress

- ☐ All exit doors should be visible, accessible, and fully functional.
- ☐ All exit doors should readily open from the inside without using a key or special knowledge or effort.
- ☐ All required fire doors must be self-closing and latch in the closed position.

Electrical

- ☐ Cover plates should be installed on all electrical receptacles.
- ☐ All circuits should be properly labeled on all panels.
- ☐ The fire Alarm circuit is locked out.
- ☐ There should be 36 inches of clear access before all electric panels.
- ☐ Extension cords should not be used except for temporary power.
- ☐ All extension cords should be heavy-duty, in good condition, and used for small appliances only.
- ☐ All extension cords should be grounded.

Egress Lighting

- ☐ All means of egress should be properly illuminated when the building is occupied.
- ☐ All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push the test button to check).
- ☐ All exit signs should be properly illuminated, and battery backup should operate (if required- push the button to check).

Occupant Load Signs

- ☐ All occupant load signs should be posted and visible.

Fire Extinguishers

- ☐ All extinguishers should have a tag proving an approved agency has inspected them within the past 12 months.
- ☐ Generally, fire extinguishers should be installed within 75 feet of all areas of the building.
- ☐ All extinguishers should be visible and readily accessible.
- ☐ All extinguishers should meet the minimum required rating or should be installed.