

East Dundee and Countryside Fire Protection District

New Tenant & Occupant Welcome Packet

401 Dundee Ave.
East Dundee IL 60118



www.edfire.com
Fireprevention@edfire.com

Welcome!

On behalf of the Fire Chief, Fire Marshal, and the East Dundee Fire Protection District members, I would like to extend a warm welcome and congratulate you on your endeavors. We take great pride in providing rapid, efficient, and professional services. Our Fire Prevention Bureau is dedicated to ensuring a safe process for you, your employees, and the public.

This document is designed to assist new tenants and occupants with the Certificate of Occupancy process. It includes Fire and Life Safety expectations and information on what to expect from our Fire Prevention Bureau regarding inspections and compliance with the Fire Code each year.

If you plan to build or renovate your suite or property, you must contact the East Dundee Fire District and your local Village or County Building Department to obtain the necessary permits and follow the required procedures before starting any work.

Feel free to reach out with any questions. We are here to support one another and ensure everyone's safety.

Sincerely,

Fire Marshal
Marc "Q" Quattrocchi
mquattrocchi@edfire.com
847-426-7521 x410
847-602-6050

Chief
Jason Parthun
jparthun@edfire.com
847-426-7521 x40

East Dundee and Countryside Fire Protection District

Certificate of Occupancy Application

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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
- Existing businesses relocating to a different location
- Existing businesses moving to another tenant unit at the same address
- Businesses changing ownership
- Businesses changing their name or DBA
- 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.

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 license 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. If further information is necessary, the Fire District will email the business owner or applicant .

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** *Submittal of the Certificate of Occupancy Application and supporting documents by the applicant.*
- STEP 2** *Review of the Certificate of Occupancy Permit Application by the East Dundee Fire Prevention Bureau*
- STEP 3** *Payment of Fees[attachment [A]] and Inspection. The applicant is required to pay any Certificate of Occupancy Fee as prescribed in the East Dundee Fire District Local Ordinance 2024-O-01 attachment [A] Fee Schedule. It is the applicant's responsibility to request Occupancy Inspections once they have been notified that the Occupancy Application has been reviewed and Inspections are ready to take place. Inspections can be scheduled no less than 48 hours in advance. No same-day inspections will be permitted.*
- STEP 4** *Occupancy inspection scheduled and passed.*
- STEP 5** *Certificate of Occupancy is issued.*

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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:** _____

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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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Attachment [A]

FINAL OCCUPANCY INSPECTIONS **(Includes required Fire Plan Review Costs)**

0-500 sq ft
\$250.00

501-1,000 sq ft
\$350.00

1,001-5,000 sq ft
\$450.00

>5,000 sq ft
\$55