



Fee – Under 2500 sq. ft. \$50.00 / 2500 sq. ft. and over \$100.00

Commercial Occupancy Permits

The City of Marion adopted Commercial Occupancy procedures, whereas each business that opens in a commercial space must first obtain a Commercial Occupancy Permit in the following instances:

- New business/occupancy
- Under new ownership of an existing business/occupancy
- Temporary/Seasonal business/occupancy
- Building expansion of business/occupancy
- Relocation within city limits of an existing business/occupancy
- Renovation & Change of Occupancy
- 3 or more family dwellings

Once the commercial occupancy application is submitted, fire and building inspections will take place, provided the building meets current code standards and all other requirements are fulfilled, the occupancy permit may be issued. For a complete explanation about this process, contact Codes Enforcement at (618) 993-2422

Liquor License Applications & Resources

Retail Liquor Licenses

Businesses interested in obtaining a Retail Liquor License must first contact the Mayor's Office at (618) 997-6281 to apply.

Special Event Liquor Licenses

Not-for-Profit organizations and businesses currently holding a Retail Liquor License in the City should contact the Mayor's office at (618) 997-6281, regarding Special Event Liquor Licenses.

All applications for Retail and Special Event Liquor Licenses, must be submitted to the office of the Mayor after completion. The Mayor also serves as the Local Liquor Commissioner for the City.

**CERTIFICATE OF COMMERCIAL
OCCUPANCY APPLICATION**



<p>Staff Use Only</p> <p>Submittal date: _____</p> <p>Permit #: _____</p>
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**THIS APPLICATION IS NOT AN
APPROVED PERMIT**

City of Marion
1102 Tower Square Plaza Marion, IL. 62959
(618) 993-2422

Permit requirements: Fire and Building (Property, Mechanical, Electrical, and Plumbing) inspections are required prior to issuance of the Certificate of Commercial Occupancy or Business License. This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is nonrefundable. This application will expire in sixty (60) days from date of submittal. Separate permits are required for signage. If the business is located within the Area of Special Control, signage must be approved by City Council prior to installation. Failure to comply with these regulations will result in a penalty (City Code: Sections 7-25-12 & 53-5-13.) Commercial Occupancy can be denied/delayed if listed individual(s) in this application are indebted to the city for any fees arising from any services provided to them by the City of Marion. (City Code: Section 38-3-7.)

REASON FOR APPLICATION:	OCCUPANCY TYPE:
<input type="checkbox"/> New occupancy <input type="checkbox"/> New ownership <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Expansion <input type="checkbox"/> Relocation from: _____	<input type="checkbox"/> Retail <input type="checkbox"/> Resale <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Office <input type="checkbox"/> Religious <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____

BUSINESS & APPLICANT INFORMATION

Business Name: (enter actual name of business)	Description of Business:
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Building Address:	Suite #:	Zip Code:
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Owner Name:
Owner Phone Number:

Applicant Name:
Applicant Phone Number:

Applicant Mailing Address:	Zip Code:
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Applicant Email:

Contact for Inspections:
Name: _____ Phone No. _____ Email: _____

- YES, the occupancy / business involves the sale, storage, or use of the following (Please check all that apply below):**
- | | | |
|---|---|--|
| <input type="checkbox"/> Food sales / Preparation | <input type="checkbox"/> Poisonous or hazardous chemicals/acids | <input type="checkbox"/> Outdoor seating |
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Compressed gases | <input type="checkbox"/> Outdoor storage |
| <input type="checkbox"/> Flammable or combustible liquids | | |

NO, the occupancy / business does NOT involve the sale, storage or use of the above mentioned.
 A copy of the Sales Tax Certification is required when submitting an application of Commercial Occupancy.

Sales Tax Number: _____ - _____ Number of employees: _____ Typical hours of operation: _____

SITE INFORMATION

Property Owner Mailing Address:

Zip Code:

Emergency Contact Information

Name: _____ Phone Number: (_____) _____

Name: _____ Phone Number: (_____) _____

Name: _____ Phone Number: (_____) _____

OPENING DATE: _____

Will you be making structural interior or exterior changes to the site? Yes No If Yes, list the changes:

Additional plumbing fixtures added? Yes No If Yes, list the changes: _____

Have you applied for building permit? Yes No If Yes, when: _____

Square footage of space to be occupied by applicant: _____ Number of parking spaces available to applicant _____

As APPLICANT for a Certificate of Commercial Occupancy and/or Business License, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Marion, Illinois.

I, _____ (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant Signature

Date:

As BUILDING OWNER of the subject property, I certify that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Marion, Illinois.

I, _____ (Printed name of building owner) certify under penalty of perjury that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I am authorized to and do consent entry onto the premises by City of Marion employees for inspections of the premises.

Building Owner Signature

Date

This application is NOT a permit and the premises shall not be occupied until all required inspections are made and all discrepancies (if any) are corrected. Application fee is non-refundable. This application will expire in 90 days from date of submittal.