



BUSINESS PLANNING APPLICATION

Submit completed applications to
The Boone County Building Department
Email: Building@BooneCountyIL.org
Fax #: 815-547-0906
Address: 1212 Logan Ave Suite 101
Belvidere IL 61008

REASON FOR APPLICATION

- NEW BUSINESS
- BUSINESS EXPANSION
- NEW BUILDING
- BUSINESS RELOCATION
- OWNERSHIP CHANGE
- BUSINESS NAME CHANGE
- CHANGE OF USE
- OTHER _____

FIRM NAME _____

ADDRESS OF NEW LOCATION _____

1. AREA (SQUARE FOOTAGE) OF BUILDING OR SPACE _____
2. MULTI-TENANT BUILDING (YES / NO) _____
3. FIRE SUPPRESSION (YES / NO) _____
4. NUMBER OF EMPLOYEES ON LARGEST SHIFT _____
5. NUMBER OF COMPANY-OWNED VEHICLES PARKED OR STORED ON PREMISES _____
6. NUMBER OF PARKING SPACES PROVIDED _____
7. RETAIL SALES OCCURRING AT NEW LOCATION (YES / NO) _____
8. WILL ANY OPERATIONS TAKE PLACE OUTSIDE OF THE BUILDING? (INCLUDING STORAGE)
(YES / NO) IF YES, PLEASE DESCRIBE

9. DESCRIPTION OF BUSINESS TO BE CONDUCTED AT LOCATION

OFFICE USE ONLY

ZONING DISTRICT _____

USE _____

TRACK _____

NOTES _____

APPROVAL DATE _____

APPROVED BY _____

_____ SIGNATURE OF COMPANY REPRESENTATIVE

PRINT NAME AND TITLE

ADDRESS FOR REPLY

CITY STATE ZIP

TELEPHONE

E-MAIL ADDRESS