

From: Janine Farrell
Sent time: 02/02/2024 08:49:46 AM
To: Christina Koliopoulos <ck@pmrealtyinc.com>; Andrez Beltran
Cc: Petro Dremonas <petro@pmrealtyinc.com>
Subject: RE: Quick Question

Hello Christina,

If you are operating a business from the property (which it sounds like you intend to), then you need to apply for a business license. As for the CO, we need to know if you are making any alterations to the spaces being occupied and if that work requires a building permit. If so, then a CO would be issued at the successful completion of the work – and then the Business License issued. If the work is cosmetic (like painting or new carpeting), you must have an inspection by the Fire District (Pleasantview Fire Protection District) and an inspection by EIS for your elevators. The last elevator inspection we have on file is from October 2023 and it failed. Upon successful completion/approval of those inspections, a CO can be issued.

Thank you,

Janine Farrell, AICP
Community Development Director

From: Christina Koliopoulos <ck@pmrealtyinc.com>
Sent: Thursday, February 1, 2024 2:25 PM
To: Janine Farrell <jfarrell@burr-ridge.gov>; Andrez Beltran <ABeltran@burr-ridge.gov>
Cc: Petro Dremonas <petro@pmrealtyinc.com>
Subject: Quick Question

Thanks for the quick response, Andrez! Hello Janine. Just a quick follow-up regarding the business license and Certificate of Occupancy for **800 Burr Ridge Parkway.**

We need the Certificate of Occupancy for insurance purposes, but we're also planning to occupy some offices for our own business needs. So, the question is, do we need a business license for this setup? Also, how do I obtain a certificate of occupancy for our insurance company?

Your insight on this would be really helpful.

Best,

Christina Koliopoulos
Peter Michael Realty Inc./JD Real Estate

Assistant Project Manager
4333 South Pulaski Road
Chicago, IL 60632
(773) 843-1400 EXT. 37324

From: Christina Koliopoulos <ck@pmrealtyinc.com>
Sent: Thursday, February 1, 2024 2:01 PM
To: Petro Dremonas <petro@pmrealtyinc.com>
Subject: Fw: Burr Ridge Village Response

From: Andrez Beltran <ABeltran@burr-ridge.gov>
Sent: Thursday, February 1, 2024 1:55 PM
To: Christina Koliopoulos <ck@pmrealtyinc.com>; Janine Farrell <jfarrell@burr-ridge.gov>
Cc: Petro Dremonas <petro@pmrealtyinc.com>
Subject: RE: Quick Question

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Good afternoon Christina,

For a business license, you only need to apply for one if you are operating a business in Burr Ridge. Property owners don't need to apply for one if they aren't operating a business out of their property; for instance, if they are just renting it to another business. If you are going to operate out of 800 Burr Ridge Parkway, then you will need a business license. However, licenses are only issued after a Certificate of Occupancy (Occupancy Permit) has been approved.

For a Certificate of Occupancy, you will need to discuss with our Community Development Director Janine Farrell. She will help with all the necessary details that need to be taken care of before one can be issued. I have included her on this message.

Thank you,

Andrez Beltran

Assistant to the Public Works Director

Village of Burr Ridge

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From: Christina Koliopoulos <ck@pmrealtyinc.com>

Sent: Thursday, February 1, 2024 1:30 PM

To: Andrez Beltran <ABeltran@burr-ridge.gov>

Cc: Petro Dremonas <petro@pmrealtyinc.com>

Subject: Quick Question

Hi Andrez-- Just a short note to introduce myself as the assistant project manager for JD Real Estate's 7660 S. County Line Road property in Burr Ridge. I've spoken to Gail from your office earlier today and downloaded the Business License application from your website to begin the process of obtaining the Business License and Occupancy Permit. Once we submit, what are next steps? If this is outlined on your website, can I trouble you to tell me where? If not, drop me a note with next steps or simply call (773) 843-1400, Ext. 37324. I'm looking forward to working with you.

Much appreciated, Andrez.

Best,

Christina Koliopoulos

Peter Michael Realty Inc./JD Real Estate

Assistant Project Manager

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(773) 843-1400, Ext. 37324