

my.WOODDALE.com  
Self Service Portal

**Commercial Occupancy Certificate**

Printing Certificate

<https://my.wooddale.com>





Good Morning, [Guest](#) ▾



- [Log In](#)
- [Register](#)

## The City of Wood Dale, IL - Self Service Portal



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Request Inspection

Click here to request an inspection.



### Apply

This tool can be used to apply for...

**Step 1. Login to your my.wooddale.com Self-Service account.**



### My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS **MY LICENSES**

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
<a href="#">COC-001237-2022</a>		<a href="#">Wendy's Floral S...</a>		404 N WOOD DALE WOO...	Submitted - ...	Commercial Occupancy Cer...	11/17/2022
<a href="#">CTR-000957-2022</a>		<a href="#">Wendy's Water ...</a>		404 N WOOD DALE WOO...	Fees Due	Contractor Registration	01/11/2022
<a href="#">CTR-001018-2022</a>		<a href="#">Wendy's Water ...</a>		404 N WOOD DALE WOO...	Void	Contractor Registration	02/04/2022
<a href="#">REN-000001-2021</a>		Wendy Bednarz		404 W IRVING PARK RD Un...	Void	Rental Property Registration	11/04/2021
<a href="#">REN-000062-2021</a>		Wendy Bednarz		404 N WOOD DALE RD W...	Void	Rental Property Registration	11/22/2021
<a href="#">REN-000004-2021</a>		Wendy Bednarz		404 N WOOD DALE RD W...	Void	Rental Property Registration	11/10/2021

**Step 2. Under the “My Work” tab, review “My Licenses”. Choose the license you wish to print (under the “Name” hyperlink).**



Company Name: Wendy's Floral Shop      Company Type: Corporation      Open Date:

Status: Active      District:

Location: Commercial      Last Audit Date:

Description:

- Locations
- Attachments
- Contacts
- Licenses**

[Licenses](#) | [First Tab](#) | [Business Details](#) | [Main Menu](#)

Licenses

Sort License Number ▾

License Number	Type	License Year	Status	Applied Date	Issued Date	Expiration Date
<a href="#">COC-001237-2022</a>	Commercial Occupancy Certificate	2022	Issued	03/29/2022	04/04/2022	10/31/2023
<a href="#">COC-001237-2022</a>	Commercial Occupancy Certificate	2023	Submitted - Online	11/17/2022		

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

**Step 3. Under “Licenses” all licenses tied to that business will be available. You are only able to print licenses with the status “Issued”.**



License Number: COC-001237-2022

Print Icon



License Details | Tab Elements | Main Menu

### License Details

License Type: Commercial Occupancy Certificate

District:

Applied Date: 03/29/2022

Account Number:

Period Start Date: 04/04/2022

Status: Issued

Expiration Date: 10/31/2023

Description: Floral shop.

Business

Locations

Fees

Attachments

Contacts

More Info

**Step 4. Review License Details. To print, click print icon at top right.**



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## Commercial Occupancy Certificate

The organization named below is granted occupancy pursuant to the provisions of the Wood Dale City Code to conduct the activities described below at the specific location for the period indicated. It is the certificate holder's responsibility to ensure that his/ her operation complies with all applicable local, state and federal regulations. In the event it is determined that the operation does not comply, this certificate may be revoked by the City. The certificate holder is responsible to renew and update the occupancy annually.

Certificate is valid, unless revoked or suspended, through **10/31/2023**

**Business Name:** Wendy's Floral Shop

**Business Address:** 404 N WOOD DALE

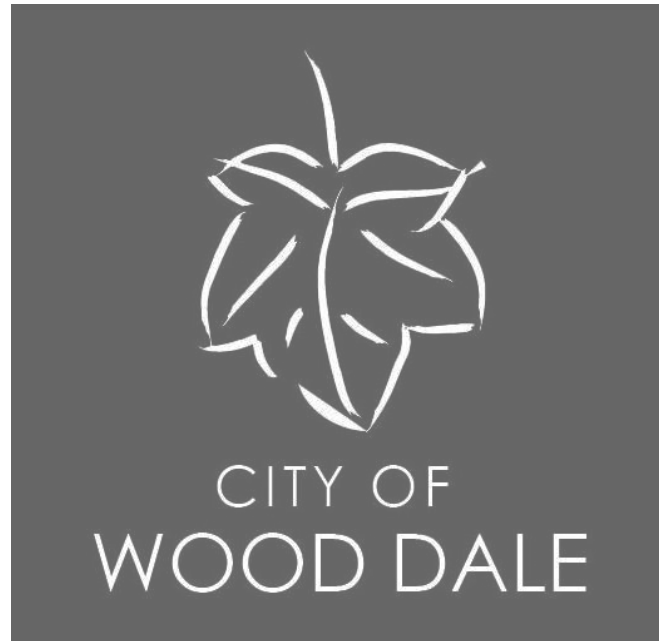
**Use/Occupancy Classification:** Retail/ Services

**Business Details:** No additional activities/Supplemental Licenses

## Sample Commercial Occupancy Certificate.

Please review:

- **Valid Through Date**
- **Business Address**
- **Use/Occupancy Classification**



Questions or need additional assistance?  
Contact the Community Development  
Department at **(630) 766-5133**