

# my.WOODDALE.com Self Service Portal

## Commercial Occupancy Certificate

Renewing a COC

<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
COC-001237-2022	<a href="#">Renew</a>	Wendy's Floral S...		404 N WOOD DALE WOO...	Expired	Commercial Occupancy Cer...	03/29/2022
<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”.**

### My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES

Search...

Export to Excel

License Number	Renew	DBA	Address	Status	Type	Applied
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REN-000062-2021		Wendy Bednarz	404 N WOOD DALE RD W...	Void	Rental Property Registration	11/22/2021
REN-000004-2021		Wendy Bednarz	404 N WOOD DALE RD W...	Void	Rental Property Registration	11/10/2021



**Step 3. Click “Renew” under the expired Commercial Occupancy Certificate.**



### Renew License - Commercial Occupancy Certificate

REQUIRED



#### LICENSE DETAILS

License Type

Description

Next

**Step 4. Review License Details, including License Type and Description. Click "Next".**



Renew License - Commercial Occupancy Certificate \*REQUIRED

Progress: 1 (Type) ✓, 2 (More Info) ●, 3 (Attachments) ○, 4 (Review and Submit) ○

MORE INFO

\*Occupancy Classification

<input type="checkbox"/>	Assembly
<input type="checkbox"/>	Daycare/ School
<input type="checkbox"/>	Lodging/ Residential
<input type="checkbox"/>	Professional Offices
<input type="checkbox"/>	Restaurant/ Bar/ Entertainment
<input checked="" type="checkbox"/>	Retail/ Services
<input type="checkbox"/>	Manufacturing/ Research
<input type="checkbox"/>	Warehousing/ Freight Forwarding/ Storage
<input type="checkbox"/>	Gas Station or other high hazard use

\*Business Details

<input type="checkbox"/>	Providing Money Services
<input type="checkbox"/>	Selling Tobacco Products
<input type="checkbox"/>	Serving or Selling Liquor
<input type="checkbox"/>	Storing Hazardous Materials On-Site
<input type="checkbox"/>	Transporting Activities
<input type="checkbox"/>	Other

**Review Next Slide  
for Appropriate  
Occupancy  
Classification per  
the City Code**

**Step 6. Review More Info, including Occupancy Classification, Business Details and Number of Full Time Employees. Click "Next".**



**USE/OCCUPANCY CLASSIFICATION:** The types of use/occupancy include the following:

- A. **Day care/school:** The use of a structure or land for educational purposes or in which care or supervision is provided to persons who are not capable of self-preservation without physical assistance.
- B. **Lodging/residential:** The use of a structure or land for sleeping purposes.
- C. **Manufacturing and research:** The use of a structure or land for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not considered a high hazard or storage use. This term includes the testing and study of materials and sources to establish facts and conclusions.
- D. **Professional offices:** The use of a structure or land for offices, professional or service-type transactions that are not considered retail/services.
- E. **Restaurant/bar/entertainment:** The use of a structure or land for the gathering of people for civic, social or religious functions, recreation, food or drink consumption.
- F. **Retail/services:** The use of a structure or land for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and open and accessible to the public. This term also includes the sale of services provided to the public on-site; examples include but are not limited to dry cleaning, hair salon, car wash, auto repair, etc.
- G. **Warehouse/freight forwarding/storage:** The use of a structure or land for or intended to be used for storage of materials, refuse, or vehicles, trailers and equipment not in service that is not classified as high hazard.
- H. **Gas station or other high hazard use:** The use of a structure or land that involves the manufacturing, processing, generation and storage of materials that constitute a physical or health hazard. Examples include but are not limited to gas stations and on-site dry cleaning.

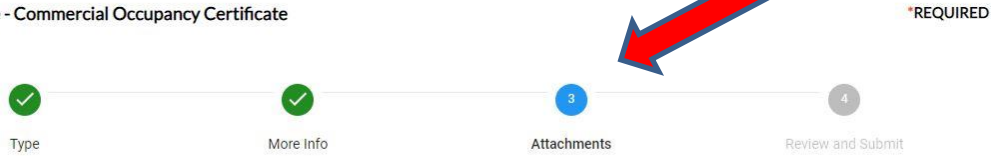
**VENDING MACHINE:** Any coin operated device that dispenses anything of value including food, beverage, goods, wares, merchandise or services. Examples of vending machines include vacuum and air machines, movie and game rental (such as Redbox), musical devices (such as jukeboxes), newspaper dispensing machines, laundromat washers and dryers, spare change collection devices (such as Coinstar), stamping/engraving machines, etc

**Use/Occupancy Classification based on City Code. All coin-operated/vending devices must also be registered.**





## Renew License - Commercial Occupancy Certificate



### Attachments

The following document(s) are required with the initial application submittal.

Select Type

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

Back

Next

**Step 7. Add any relevant documents, such as lease agreements. If none applicable, click “Next”.**





### Renew License - Commercial Occupancy Certificate



REQUIRED

Submit

#### Locations

Location 404 N WOOD DALE, WOOD DALE, IL., 60191

Parcel Number 0309413047

#### Basic Info

Type Commercial Occupancy Certificate

Description Floral shop.

Applied Date 11/17/2022

**Step 8. Review and submit. Please take the time to make any necessary changes related to keyholders, billing or main contacts.**



WOOD DALE.com

Dashboard Home Apply My Work Today's Inspections Map 311 Utility/Parking Fine Payments Pay Invoices City Website Employee Self Service Search Calendar

✓ Your license application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

License Number: COC-001237-2022

• License cannot be printed at this time. License has not been issued.

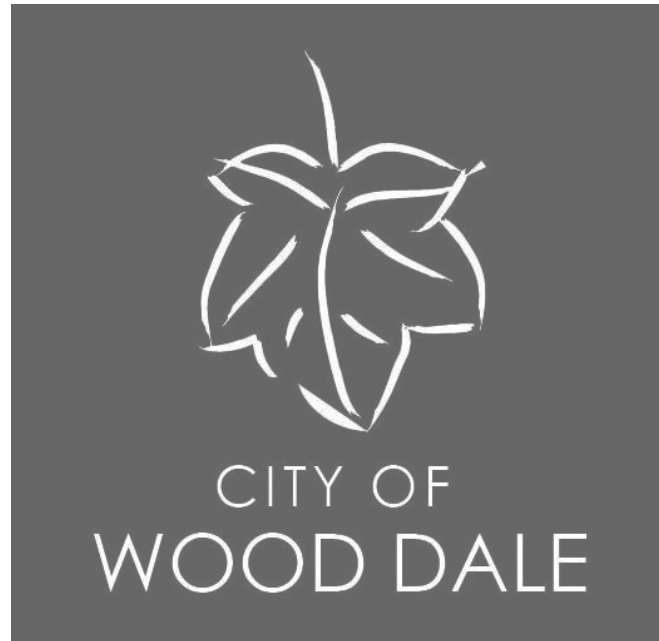
[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details			
License Type:	Commercial Occupancy	District:	Applied Date: 11/17/2022

**Step 9. If successfully renewed, the above green box will appear.**

Staff will review your renewal application and schedule an on-site inspection. Following a satisfactory inspection, an invoice will be generated. Following payment, a new COC will be issued and available through your self-service portal.

Please continue to check your [my.wooddale.com](http://my.wooddale.com) account for important updates to your account.



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