



PETER J. SCHUBKEGEL  
Director

## BUILDING DEPARTMENT

440 East Hawley Street  
Mundelein, Illinois 60060

www.mundelein.org

847-949-3283  
fax 847-949-4278

### CERTIFICATE OF OCCUPANCY APPLICATION

*NOTE: This application must be filed with the Building Department **24 hours prior** to receiving a certificate.*

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Project Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

---

The following documentation must be attached to this application.  
Incomplete submittals may cause delays in processing the certificate.

---

1. APPROVED FINAL INSPECTION REPORTS

- Building
- Plumbing
- Engineering
- Fire (*Multi-Family / Commercial / Industrial Only*)
- Health Department (*Food Handlers Only*)

2. COPIES OF PAYMENT RECEIPTS FOR IMPACT FEES

- Park District
- High School
- Elementary School
- Library
- Other \_\_\_\_\_

3. OCCUPANCY REQUEST FORM

- (*Commercial / Industrial Only*)

4. PAYMENT

- Reinspection Fee \$ \_\_\_\_\_
- Plan Review Fee \$ \_\_\_\_\_