

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

- Re-inspection Fee \$ _____
- Plan Review Fee \$ _____