



One Olde Half Day Road
 Lincolnshire, IL 60069
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 www.lincolnshireil.gov

STAMP HERE

CERTIFICATE OF OCCUPANCY APPLICATION
 DEPARTMENT OF COMMUNITY DEVELOPMENT

RESIDENTIAL			COMMERCIAL	
TEMPORARY	FINAL	Circle One	TEMPORARY	FINAL

Cash Deposit (if required): \$ _____ Dept: _____ Release Date: _____

PROJECT INFORMATION (all information must be provided)

Projected Date of Occupancy: _____ Business Type: _____

Business/Occupant Name: _____

Address: _____ Suite/Lot #: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Subdivision (if applicable): _____

Building Permit #: _____ Building/Tenant Area: _____ sq. ft.

Occupant Load (Commercial Only): _____

Hazard Rating (Commercial Only): _____

Proposed Use of Building/Space (Commercial Only): _____

Present Use of Building/Space (Commercial Only): _____

Use Group Classification (Commercial Only): _____

Type of Construction (Commercial Only): _____

Civil Record Drawings Required (4 Copies): Yes No

Landscape Record Drawings Required (3 Copies): Yes No

Sprinkler Record Drawings Required (3 Copies): Yes No

CONTACT INFORMATION

APPLICANT INFORMATION: Owner Agent

Name: _____ Company: _____

Address: _____ Suite #: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Email: _____ Cell: () _____

OWNER INFORMATION: *(if different than Applicant info)*

Name: _____ Company: _____

Address: _____ Suite #: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Email: _____ Cell: () _____

DESIGN PROFESSIONAL INFORMATION *(Required for all new commercial buildings)*

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Cell: () _____ License#: _____

I, _____, declare that to the best of my knowledge and belief the structure and all related building systems have been designed and built in all respect to all applicable Codes and Ordinances of the Village of Lincolnshire and have not deviated from the approved architectural plans.

Signature: _____ Date: _____

CIVIL ENGINEERING INFORMATION

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Cell: () _____ License#: _____

*** THE FOLLOWING STATEMENT IS REQUIRED ON ALL RECORD DRAWINGS ***

I, (Insert Name), do hereby certify that this plan is a reasonable depiction of the topography of the described property as existed on this date, and essentially conforms to the plan approved by the Village of Lincolnshire, Department of Community Development as Building Permit No. (Insert Permit #), dated (Insert Date – MM DD, YYYY), or to revisions of said plan(s) as noted and approved by the undersigned.

APPLICANT SUBMITTAL STATEMENT

I, _____, certify that the information contained in this application, and other attached documentation is true to the best of my knowledge. I also have read the Certificate of Occupancy Information Form and understand all the information contained therein.

Signature: _____ Date: _____



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



CERTIFICATE OF OCCUPANCY INFORMATION FORM

DO NOT SUBMIT THIS FORM WITH APPLICATION, PLEASE KEEP FOR YOUR RECORDS

COMMERCIAL FEES BASED ON SQUARE FOOTAGE (Doubled for Temporary C.O.)

Square Footage	Fee
0 to 10,000	\$135.00
10,001 to 50,000	\$275.00
Over 50,000	\$400.00

RESIDENTIAL FEES

Final Certificate \$50.00 Temporary \$125.00

The requested Certificate will be issued within five (5) to seven (7) business days following the receipt of all department/agency approvals. Occupancy will NOT be permitted prior to the issuance of a Certificate of Occupancy.

FINAL CERTIFICATE OF OCCUPANCY

When all construction has been completed and the outstanding items that remain are site issues due to weather or items that do not pose a threat to life safety, the Building Official may issue a Temporary Certificate of Occupancy in accordance with Title 5-2 of the Lincolnshire Village Code. The Village may issue a Temporary Certificate of Occupancy for a period of no longer than sixty (60) days for commercial properties and thirty (30) days for residential properties, in accordance with the applicable Village Code requirements. ***A Final Building Inspection request will not be scheduled prior to the Village's receipt of a written statement detailing all outstanding work.*** Please call the Building Division of Community Development at 847-883-8600 with any questions regarding the required inspections for your project.

TEMPORARY CERTIFICATE OF OCCUPANCY

The Building Official may require a written statement detailing unfinished work and cost, and a notarized Developer/Contractor and Purchaser Agreement.

All Temporary Occupancy requests will require a cash deposit based on outstanding permit work items. The minimum cash deposit prescribed by the Village Code is \$2,000 for commercial, and \$1,000 for residential.