

Village of New Lenox
Community Development
1 Veterans Parkway
New Lenox, IL 60451
815.462.6490
815.462.6469(fax)
www.newlenox.net

the Village of New Lenox

"Home of Proud Americans"



Temporary Certificate of Occupancy – Commercial/Industrial/Multi-Family

PERMIT #: _____

PROPERTY ADDRESS: _____ LOT #: _____

CONTRACTOR: _____ PHONE #: _____

EMAIL ADDRESS: _____

NEW PROPERTY OWNER: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CLOSING DATE: _____ BUSINESS REGISTRATION #: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

IN ACCORDANCE WITH VILLAGE CODE AND POLICY, I HAVE REQUESTED AND RECEIVED APPROVAL FOR EACH OF THE FOLLOWING INSPECTIONS:

<u>INSPECTION</u>	<u>APPLICANT'S INITIALS</u>	<u>VILLAGE-DATE APPROVED</u>
FINAL BUILDING	_____	_____
FINAL PLUMBING	_____	_____
FINAL METER	_____	_____
LANDSCAPING	_____	_____
ENGINEERING	_____	_____
FIRE DEPARTMENT	_____	_____
WILL COUNTY HEALTH DEPT	_____	_____
ELEVATOR	_____	_____

**** PRIOR TO RELEASE OF PROJECT SURETY, A DIGITAL FILE (PDF FORMAT) OF THE FINAL BUILDING PLANS SHALL BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT.**

TEMPORARY OCCUPANCY REQUEST APPROVAL DATE: _____

THE VILLAGE OF NEW LENOX HAS REVIEWED AND APPROVED ALL REQUIRED INSPECTIONS AND DOCUMENTATION NECESSARY TO OBTAIN THE TEMPORARY CERTIFICATE OF OCCUPANCY.

TEMPORARY OCCUPANCY REQUEST DENIAL DATE: _____

THE VILLAGE OF NEW LENOX HAS REVIEWED THE REQUIRED INSPECTIONS AND DOCUMENTATION NECESSARY TO OBTAIN THE TEMPORARY CERTIFICATE OF OCCUPANCY AND MUST DENY THE REQUEST DUE TO THE FOLLOWING DEFICIENCIES:

COMMENTS: _____

NOTE: ALL APPLICATIONS WILL BE REVIEWED WITHIN ONE BUSINESS DAY, MONDAY – FRIDAY, OF THE SUBMITTAL DATE.