

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

# the Village of New Lenox

"Home of Proud Americans"



## Certificate of Occupancy Application – 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	_____	_____
DIGITAL FILES (PDF FORMAT)	_____	_____
OF FINAL BUILDING PLANS	_____	_____

**OCCUPANCY REQUEST APPROVAL DATE:** \_\_\_\_\_

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

**OCCUPANCY REQUEST DENIAL DATE:** \_\_\_\_\_

THE VILLAGE OF NEW LENOX HAS REVIEWED THE REQUIRED INSPECTIONS AND DOCUMENTATION NECESSARY TO OBTAIN THE 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.**