

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"



Certificate of Occupancy Application - Residential

PERMIT #: _____

PROPERTY ADDRESS: _____

SUBDIVISION: _____ LOT #: _____

CONTRACTOR: _____ PHONE #: _____

EMAIL ADDRESS: _____

NEW PROPERTY OWNER: _____

CLOSING DATE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

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

| INSPECTIONS: | <u>APPLICANT'S INITIALS</u> | <u>VILLAGE-DATE APPROVED/RECEIVED</u> | |
|--------------------------|------------------------------------|--|--------------------|
| FINAL BUILDING | _____ | _____ | |
| FINAL PLUMBING | _____ | _____ | |
| FINAL METER | _____ | _____ | |
| FORMS: | | | |
| ENERGY CODE TEST REPORT | _____ | _____ | |
| HOMEOWNER SIGN-OFF SHEET | _____ | _____ | |
| FINAL GRADE SURVEY | _____ | _____ | |
| SURVEYOR SIGN-OFF SHEET | _____ | _____ | |
| PAYMENTS: | | | AMOUNT PAID |
| REINSPECTION FEES | _____ | _____ | _____ |
| OPEN SPACE FEES | _____ | _____ | _____ |

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.