



## 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 #: \_\_\_\_\_

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.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**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.**