



CERTIFICATE OF OCCUPANCY - RESIDENTIAL

Permit #: _____

Property Information:

Property Address: _____

Subdivision: _____ Lot #: _____

Contractor: _____ Phone #: _____

Email Address: _____

New Property Owner: _____

Closing Date: _____

Signature of Applicant: _____ 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:

Applicant's Initials Village-Date Approved/Received

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.