

	Application#		M C F	Permit#
	<b>VILLAGE OF LINCOLNSHIRE</b> <i>Occupancy Application</i>			<b>DATE STAMP</b> (For Village Use Only)
	Circle one		Circle one	
	<b>RESIDENTIAL</b>		<b>TEMPORARY</b>	
	<b>COMMERCIAL</b>		<b>FINAL</b>	
Cash Deposit Amount (if required)			Department	
Cash Deposit Release Date			Description	
<b>PROJECT INFORMATION:</b>				
Project Date of Occupancy: *				
Business / Occupant Name: *				
Address: *			Suite #: *	
City: *		Zip Code: *		Lot #: *
Subdivision: *				
Occupant Load: (Commercial Only) *			Square Footage	*
Building Permit Number: *				
Hazard Rating: (Commercial Only)				
Proposed use of building/space: (Commercial Only) *				
Present use of building/space: (Commercial Only) *				
Use Group Classification: (Commercial Only) *				
Type of Construction: (Commercial Only) *				
Civil Record Drawings Required: (4) copies			Yes	No
Landscape Record Drawings Required: (3) copies			Yes	No
Sprinkler Record Drawings Required (3) copies			Yes	No

<b>APPLICANT INFORMATION:</b>				
Circle one: Owner		Agent		
Last Name: *			First Name: *	
Address: *			Lot #:	Suite #:
City: *		State: *		Zip Code: *
Telephone #: * ( )			Fax #: * ( )	
Cell #: * ( )			Email:	
<b>OWNER INFORMATION: (if different than applicant)</b>				
Last Name: *			First Name: *	
Signature: *				
Address: *			Lot #:	Suite #:
City: *		State: *		Zip Code: *
Telephone #: * ( )			Fax #: * ( )	
Cell #: * ( )			Email:	

**\* Indicates required fields. Incomplete applications will not be accepted**

## VILLAGE OF LINCOLNSHIRE CERTIFICATE OF OCCUPANCY APPLICATION

**DESIGN PROFESSIONAL INFORMATION:**  
(Required for all new commercial buildings)

Last Name:		First Name:	
Address:		Lot #:	Suite #:
City:	State:	Zip Code:	
Telephone #: (    )		Fax #: (    )	
Cell #: (    )		Email:	
License#:			

This statement shall serve as verification that to the best of my knowledge and belief the structure and all related building systems have been designed and built in all respect to all applicable Codes and Ordinances of the Village of Lincolnshire and have not deviated from the approved architectural plans.

Signature:	Date:
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**CIVIL ENGINEERING INFORMATION:**  
(Required on all record drawings)

Last Name:		First Name:	
Address:		Lot #:	Suite #:
City:	State:	Zip Code:	
Telephone #: (    )		Fax #: (    )	
Cell #: (    )		Email:	
License#:			

I, (Name ), do hereby certify that this plan is a reasonable depiction of the topography of the described property as existed on this date, and essentially conforms to the plan approved by the Village of Lincolnshire, Department of Community Development as Building Permit No. \_\_\_\_\_, dated \_\_\_\_\_, 200\_\_, or to revisions of said plan as noted and approved by the undersigned.

**THE STATEMENT PROVIDED ABOVE IS NOT FOR SIGNATURE, RATHER IT IS AN EXAMPLE OF A STATEMENT THAT IS REQUIRED ON THE ACTUAL RECORD DRAWING.**

**SUBMITTAL STATEMENT: REQUIRED**

(PRINT)  
I \_\_\_\_\_ certify that the information contained in this application, and other attached documentation is true to the best of my knowledge. I also have read the Certificate of Occupancy Information form and understand all the information provided.

Signature:	Date:
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**INFORMATION FOR CERTIFICATE OF OCCUPANCY APPLICATIONS**

**DO NOT SUBMIT THIS FORM WITH APPLICATION**

<b>Commercial Fees based on square footage (double for Temporary)</b>	
<b>Square Footage</b>	<b>Fee</b>
0 to 10,000	\$135.00
10,001 to 50,000	\$275.00
Over 50,000	\$400.00
<b>Residential Fees</b>	
Final Certificate - \$50.00	Temporary - \$125.00

**The requested Certificate will be issued five (5) to seven (7) business days, following the receipt of all department/agency approvals. Occupancy will NOT be permitted prior to the issuance of a Certificate of Occupancy.**

When all construction has been completed and the outstanding items that remain are site issues, due to weather or items that do not pose a threat to life safety, the Building Official may issue a Temporary Certificate of Occupancy in accordance with Title 5-2 of the Lincolnshire Village Code. The Village may issue a Temporary Certificate of Occupancy for a period of no longer than sixty (60) days for commercial properties and thirty (30) days for residential properties, in accordance with the applicable Village Code requirements. **A Final Building Inspection request will not be scheduled prior to the Village's receipt of a written statement detailing all outstanding work.** Call the Building Division of Community Development at 847-883-8600 with any questions regarding the required inspections for your project.

**TEMPORARY CERTIFICATE OF OCCUPANCY**

The Building Official may require a written statement detailing unfinished work and cost, and a notarized Developer/Contractor and Purchaser Agreement.

**All Temporary Occupancy requests will require a cash deposit based on outstanding permit work items. The minimum cash deposit prescribed by the Village Code is \$2,000 for commercial, and \$1,000 for residential.**

**VILLAGE OF LINCOLNSHIRE**

One Olde Half day Road Lincolnshire, IL. 60069

Phone (847) 883-8600 Fax (847) 883-8608

[www.village.lincolnshire.il.us](http://www.village.lincolnshire.il.us)