



# FORM 7.4

VILLAGE OF NORTHBROOK  
Development & Planning Services

1225 Cedar Lane  
Northbrook, Illinois 60062  
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## Certificate of Occupancy Request

PROPERTY ADDRESS: \_\_\_\_\_

### Occupancy Requested (check one):

- Temporary Certificate of Occupancy (TCO)\* – Stocking/Furnishings & Training Only
- Temporary Certificate of Occupancy (TCO)\*
- Final Certificate of Occupancy (FCO)

\* The issuance of a TCO is valid for a period of thirty (30) days and will require a fee of **\$100.00** along with collected escrow in the minimal amount of **\$3,000.00** (dependant upon the outstanding items that remain towards the issuance of FCO) at the time of certificate issuance. Please be advised that the \$100.00 TCO fee will apply towards each re-validation of the certificate until a final certificate is attained.

### Permit/Applicant Information:

Building Permit #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address (if different than property address) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Certificate Processing/Submittal Requirements:

Date of Occupancy Request: \_\_\_\_\_

(Be advised that the subject request will warrant staff approval along with the administrative processing of the certificate. A minimum of 24 hours (1 day) shall be given from the time of occupancy request submittal and issuance of the certificate. You will be contacted once the certificate is ready for pick up.)

The following documents will be required at the time of occupancy request. **Be advised that your request will not be accepted unless all applicable documents are in your possession:**

- Copy of all required Field Inspection Reports **recommending occupancy:**
  - 1.) **Building** Inspection
  - 2.) **Site Engineering** Inspection
  - 3.) **Fire Prevention** Inspection
  - 4.) **Health/Sanitarian** Inspection (Non-Residential -if applicable)

### Municipal Deposit/Escrow Refund:

Once a Final Certificate of Occupancy is obtained, all collected frontage deposits/escrows shall be directly refunded to the initial depositor referenced below:

Initial Depositor Info: Name or Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_