



APPLICATION FOR CERTIFICATE OF OCCUPANCY

Minimum 10 business days advance notice required.

An incomplete application may delay the issuance of your Certificate of Occupancy.

PROPERTY ADDRESS: _____

LOT # _____ **SUBDIVISION:** _____ **PROJECT #:** _____

- The property listed above is ready for final building, electrical, mechanical, and plumbing inspections, as per the Village-approved job-copy plans.
- The contractor will be present for the final inspections. I understand that re-inspections, if required, shall be charged at a minimum of \$110.00 residential (minimum \$145.00 commercial) per-inspection rate.
- The site grading, stabilization and landscaping is completed as required by Village Code for this permit. In the case of weather not permitting final landscaping, I am including a letter requesting this exception and assuring its completion within a Village-approved timeframe as permitted by Code and I am including a security deposit for the landscape completion, as required by Code.
- I am attaching 2 copies of the final as-built. As-builts must be *Approved* by Village engineering consultants prior to the issuance of a Certificate of Occupancy; this process takes a minimum of 10 business days.
- I have scheduled a final fire sprinkler inspection with my respective fire dept. (Long Grove Fire 847-634-3143, Countryside Fire 847-367-5511) and understand that the fire sprinkler final inspection must be *APPROVED* prior to receiving a Certificate of Occupancy from the Village of Long Grove.
- Septic and/or Water Well Properties: I am providing to the Village, the LCHD Wastewater System Approval and Water Well Approval Certificates (gold copies). Note: LCHD requires 1-2 weeks advance notice.

DATE BEING REQUESTED FOR FINAL INSPECTIONS: _____ **A.M.** **OR** **P.M.**

Circle: Mon Tues Wed Thurs Fri

Signature circle: [owner] [builder]

Printed Name

Contact Phone Number

Today's Date