



APPLICATION FOR CERTIFICATE OF OCCUPANCY
or REQUEST FOR FINAL INSPECTIONS FOR A NEW ACCESSORY BUILDING

Minimum 10 business days advance notice required.

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

PROPERTY ADDRESS: _____

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

Initial each item below:

[a] **[a]** The property listed above is ready for final building, electrical, mechanical, energy, and plumbing inspections, as per the Village-approved job-copy plans.

[b] **[b]** The contractor(s) 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.

[c] **[c]** The site grading, stabilization and landscaping are 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, a professional estimate for the unfinished landscaping, and a security deposit check equivalent to 110% of the value of the landscape completion, as required by Code.

[d] **[d]** 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 or the closing-out of the permit. Engineering review takes a minimum of 10 business days.

[e] **[e]** 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.

[f] **[f]** Septic and/or water well properties: I am providing to the Village, the Lake County Health Dept. Wastewater System Approval and Water Well Approval Certificates (gold copies). (LCHD 847-377-8020)

[g] **[g]** Sanitary service and/or county water service properties: I am providing to the Village, the Lake County Public Works Final Sanitary Service Approval and Water Service Approval. (LCPW 847-377-7500)

[h] **[h]** All fees relating to this project are paid in full to-date; this includes all Village of Long Grove consultant fees and any outstanding re-inspection fees, permit extension fees, etc.

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