



CITY OF NORTH CHICAGO LANDLORD LICENSE CHECKLIST

Department of Economic and Community Development
1850 LEWIS AVE., NORTH CHICAGO, IL 60064
(847) 596-8650
inspections@northchicago.org

\$50 / Per Building

\$85 / Unit – Certificate of Compliance Inspection Fee (When Applicable)

ALL INFORMATION MUST BE COMPLETE OR THE LANDLORD LICENSE APPLICATION PACKAGE WILL BE RETURNED.

Property Owner: _____

1. _____ Completed and signed Landlord License Application
2. _____ Completed and signed Landlord License Worksheet
3. _____ Completed and signed Certificate of Compliance Inspection Application (when applicable; inspections required every 2 years)
4. _____ Copy of property insurance (Declarations Page)
Copies must be submitted with your application
5. _____ Proof of ownership
New applications only

REMEMBER: P.O. Boxes will not be accepted as an address

Applications may be hand delivered/mailed/e-mailed to:

City of North Chicago, Illinois
ECD
1850 Lewis Avenue
North Chicago, Illinois 60064
inspections@northchicago.org



CITY OF NORTH CHICAGO LANDLORD LICENSE APPLICATION

Department of Economic and Community Development
1850 LEWIS AVE., NORTH CHICAGO, IL 60064
(847) 596-8650
inspections@northchicago.org

Amount Paid \$ _____

Date Paid _____

License Number / Verification
Office Use Only

Property Owner(s) (Attach additional sheets if necessary)

Name: _____

Street Address: _____
(P.O. BOXES NOT ACCEPTED)

City/State/Zip: _____

Home Phone: () _____ Emergency Number: () _____

Email Address: _____

Owner Occupied?

Property Manager Information

Name: _____

Street Address: _____
(P.O. BOXES NOT ACCEPTED)

City/State/Zip: _____

Home Phone: () _____ Emergency Number: () _____

Email Address: _____

I hereby affirm that all the information provided is current and correct.

Signature of Applicant

Date



CITY OF NORTH CHICAGO LANDLORD LICENSE APPLICATION WORKSHEET

Department of Economic and Community Development
1850 LEWIS AVE., NORTH CHICAGO, IL 60064
(847) 596-8650
inspections@northchicago.org

\$50 / Per Building
\$85 / Unit – Certificate of Compliance Inspection Fee (When Applicable)

**ALL INFORMATION MUST BE COMPLETE OR THE LANDLORD LICENSE
APPLICATION PACKAGE WILL BE RETURNED**

Rental Property Information:



City Code (5-14-8) requires any owner, manager or designee of a residential rental property to utilize a crime free lease-addendum or have a clause in the lease similar to a crime free lease addendum for any leases executed. Please refer to said code section (see OR code) for more information.

Property Owner / Agent Signature:

Date:



**CITY OF NORTH CHICAGO
INSPECTION APPLICATION
CERTIFICATE OF:
COMPLIANCE (Rental) / OCCUPANCY (Sale)**
Department of Economic and Community Development
1850 LEWIS AVE., NORTH CHICAGO, IL 60064
(847) 596-8650
inspections@northchicago.org

**SCHEDULED INSPECTION
CONFIRMED FOR:**

DATE: _____ TIME: _____

Cancelation notice of at least twenty-four (24) hours prior to scheduled inspection time required to avoid penalty fees for missed/no-show appointments per City of North Chicago Code of Ordinances.

Inspection Type (Check One): Certificate of Compliance (Rental Inspection) _____



Certificate Occupancy (Sale Inspection) _____

Is the Unit Owner Occupied: Yes _____ No _____

Type of Unit: Single Family _____ Duplex/2-Unit _____ Multi-Family (# Units) _____

Non-Residential (Note Exact Type of Use) _____

Is the Unit Vacant? Yes _____ No _____ If Yes, How Long? _____
** Vacant properties are required to be registered with the City via the HERA registry portal - see QR Code above **

Address of Property Requiring Inspection: _____

Owner/Agent Name: _____

Owner/Agent Address: _____
(P.O. Boxes Not Accepted)

City, State Zip: _____ Phone: _____

E-mail: _____ Cell Phone: _____

APPLICATION FOR INSPECTION SHALL BE MADE BY OWNER OR LESSEE (IF OWNER PERMISSION GRANTED) OF BUILDING OR STRUCTURE, OR AGENT OF EITHER. FINAL INSPECTION MUST BE COMPLETED AND APPROVED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY. CERTIFICATE OF OCCUPANCY MUST BE OBTAINED BEFORE USE OF THE PREMISES OR STRUCTURE IS ALLOWED. NO INSPECTION SHALL BE CONDUCTED IF FEES, FINES, LIENS, ETC. ARE OWED TO THE CITY IN RELATION TO OR ASSOCIATED WITH THIS APPLICATION. SIGNING THIS APPLICATION STATES THAT THE APPLICANT HAS READ AND UNDERSTANDS THE STATEMENTS AND ALL THE INFORMATION THE APPLICANT DECLARES IS TRUE AND BINDING.
**IF RENTAL UNIT IS OCCUPIED THE TENANT MUST BE PRESENT FOR THE INSPECTION ALONG WITH OWNER OR AGENT.
IF TENANT IS NOT PRESENT, PERMISSION IN THE FORM OF A NOTARIZED LETTER SIGNED BY TENANT MUST BE AVAILABLE TO INSPECTOR AT TIME OF INSPECTION OR INSPECTION WILL NOT BE PERFORMED.**

Property Owner / Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY

BUILDING OFFICIAL _____ OC# _____

RENTAL / SALE FEE: \$ _____