



**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: \$ _____