



## 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](mailto: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  
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### Rental Property Information:

Address of Rental Property	PIN Number	Single Family	Duplex / 2-Flat	Multi-Unit (# Units)



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 QR 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 STRUCUTURE, 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: \$ \_\_\_\_\_