

City of North Chicago
Department of Building and Community Development

1850 Lewis Avenue North Chicago, Illinois 60064
Phone (847) 596-8650 Fax: (847) 596-8669

INSPECTION APPLICATION
OCCUPANCY – SALE/RENTAL

INSPECTION TYPE:

O/C RENTAL INSPECTION O/C SALE INSPECTION

IS THIS UNIT OWNER OCCUPIED? YES NO

IS THIS UNIT VACANT? YES NO If yes, how long? _____ months / years (circle one)

SCHEDULED INSPECTION CONFIRMED FOR:

DATE: _____ **TIME:** _____
Cancellation notice of at least 24 hours prior to scheduled inspection time required to avoid penalty fees for missed / no-show appointments per City of North Chicago ordinance

ADDRESS WHERE INSPECTION TO BE PERFORMED: _____

OWNER OR AGENT NAME: _____

OWNER OR AGENT ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____ **(P.O. BOX NOT ACCEPTED)**

PHONE: _____ MOBILE PHONE: _____ FAX: _____

SFR _____ 2-UNIT _____ COMMERCIAL _____
OF UNITS

The Building or structure to be used for the purpose of: _____
(Owner occupied SF Residence; Rental Property; Business (State Type of Business))

APPLICATION FOR PERMIT SHALL BE MADE BY OWNER OR LESSEE 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.**

Signature of Applicant: X _____ Date: ___ / ___ / ___

FOR OFFICE USE

ZONING REVIEW: _____ (IF REQUIRED)

INSPECTION # _____ Bldg. Official: _____ O/C # _____

O/C SALE: \$ _____ (01.00.3367) O/C RENTAL: \$ _____ (01.00.3367)