



Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

Request for Final Certificate of Occupancy Commercial

Property Owner's Name: _____ Permit Number _____

Job-Site Address: _____ Code Edition: _____

Area or Portion of Building (Sq Ft.): _____

Sprinkler System Required: (Yes/No) _____ Sprinkler System Type: _____

Description of Area or Portion Thereof: _____

Type of Construction: _____ Use/Occupancy: _____ Design Occupant Load: _____

Special Conditions: _____

Contractor Company Name: _____

Contact Person: _____ Contact Phone: _____

Contractor Email Address: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____

The undersigned is submitting this request for Certificate of Occupancy for the above listed project which has completed all final inspections for this project.

Print Name: _____ Date: _____

Signature: _____ Title: _____

Phone Number: _____ Email Address: _____

Certificate of Occupancy

A building or structure shall not be used or occupied, and a change of occupancy or change of use of a building or structure or portion thereof shall not be made until the building official has issued a certificate of occupancy in accordance with applicable codes adopted and enforced by the Village of Arlington Heights. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of any codes or of any other ordinances of the Village of Arlington Heights.

Revised 4/17/2024