



**VILLAGE OF ARLINGTON HEIGHTS**  
**BUILDING & LIFE SAFETY DEPARTMENT**  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone: (847) 368-5560  
Fax: (847) 368-5975  
Website: www.vah.com

## REQUEST FOR FINAL OCCUPANCY

Property Owner's Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Job-Site Address: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Construction Company Name: \_\_\_\_\_

Construction Company E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail 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.