



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

### REQUEST FOR TEMPORARY OCCUPANCY

Job-Site Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Contact Person / Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person's / Applicant's Address: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

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

Buyer's Name (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Construction/ Project: \_\_\_\_\_

Reason for seeking Temporary Certificate of Occupancy \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work to be Completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Final Inspections to be performed for Temporary Certificate of Occupancy: \_\_\_\_\_

**Temporary Certificate of Occupancy Expiration Date Requested:** \_\_\_\_\_

A Temporary Certificate of Occupancy (hereinafter referred to as "TCO") will only be issued in under the conditions stated herein. Once approval is given by the appropriate entities concerned, which may include the Building & Life Safety, Engineering, Planning & Community Development, Health and Human Services and Public Works, the TCO requested will be processed.

A TCO shall be issued for a maximum of 90 days.

**Failure to complete all work and obtain a Certificate of Occupancy by the Project Completion Date will result in the issuance of a Citation.**

**To Obtain a TCO the following procedure must be followed:**

A written request for a TCO must be submitted from the holder of the Building Permit, the Buyer, or both as directed by the Village, and shall list the property owner, the buyer and their required contact information.

A detailed description of the scope of work and/or items which are not complete, along with an explanation of why occupancy cannot be postponed until a full final occupancy is approved shall be provided.

No Temporary Certificate of Occupancy will be issued for any project which has incomplete or unacceptable life safety and/or structural and other provisions, including all or part of fire sprinkler or fire alarm systems, means of egress provisions, fire rated separation assemblies, utility connections and equipment, ventilation systems etc.

- After the written request is received, the applicant must schedule final inspection(s) of the entire project along with specific identification of the work which will be left incomplete as part of the TCO. This allows the field inspectors to know exactly what the unfinished scope of work is and inspect the project accordingly.
- After all required inspections have been performed, the request will be considered by the applicable Village Departments. This may take up to ten (10) working days, after which a decision will be given to the applicant regarding the issuance of the TCO.
- If the Village decision is to deny the TCO, an explanation will be given to the applicant. It will then be the applicant's responsibility to bring the project into compliance with the applicable codes and requirements in order to obtain a Certificate of Occupancy.
- If the Village decision is to grant a TCO, the applicant must submit payment in the amount of \$100.00. This is a non-refundable fee.
- It is the applicant's responsibility to complete the required scope of work as soon as possible. The applicant is responsible to schedule inspections as sections of the incomplete work are finished.
- The expiration date of the TCO is set by the Village at the time of issuance and, depending on the circumstances of the project, may be less than the maximum of 90 days. The Certificate can be revoked at any time when unsafe conditions are discovered, or other facts become known, which indicate a situation has arisen that was not foreseen during the application process for a TCO. If the TCO is revoked for cause or expires, all occupancy of the subject property must immediately cease until such time as the necessary inspections are approved and a Final Certificate of Occupancy is issued.

**Final Certificate of Occupancy:** Once all elements of the project are complete, it is the applicant's responsibility to schedule a final inspection **prior** to the expiration of the TCO.

Contact Person / Applicant: \_\_\_\_\_

Contact Person / Applicant's Signature: \_\_\_\_\_

Property Owner's / Buyer's Signature: \_\_\_\_\_