

Commercial Temporary Certificate of Occupancy (T.C.O.) Request Form

Commercial Final Certificate of Occupancy (F.C.O.) Request Form

For projects designed and constructed in accordance with the provisions of the International Building Code (IBC)

OCCUPANCY SHALL NOT START UNTIL ISSUANCE OF T.C.O. OR F.C.O.

- Request for a Temporary Certificate of Occupancy Commercial: \$125/30 days *T.C.O. fee will accumulate until F.C.O. is issued*
- Request for a Final Certificate of Occupancy Commercial: \$50, Multifamily Residential: \$20 per unit

Application Date _____

Permit # _____

Property Owner Name/Business Name _____

Property Address _____

Full address, must include house number, floor/unit, street name | intersections and building names are not accepted

Contact Name _____

Phone _____ Email _____

- Will residential rental units provided in this building? If yes, see F.C.O. Item #9.

The permit holder must address all conditions listed below for an occupancy certificate to be processed. This application and all required documentation should be submitted to certofoccupancy@cityofevanston.org. Separate applications are required for T.C.O. and F.C.O. requests. Issuance may take up to 5 days. Application contact shall be notified after the certificate has been processed.

For **T.C.O.** submit:

1. Final Field Inspection Reports of Structural, Plumbing, HVAC, Electrical and Fire Department with approval indicated for T.C.O. or F.C.O.
2. Health Department Inspection Report (if applicable). Health Department inspection should be scheduled after approval of the disciplines listed above.
3. Metropolitan Water Reclamation District (MWRD) inspection approval (if applicable). Contact city Civil Engineer Plan Reviewer for information of this requirement.

All inspections can be scheduled by calling 847 448-8207 – option #5. Please keep copies of reports for your records. For unit occupancy, 100% completion is required. T.C.O. is allowed for phased occupancy and for items not able to be completed due to weather (i.e. final grade, concrete/asphalt installation).

For **F.C.O.**, also submit:

1. Notarized Sworn Statement of Final Construction Cost
2. Digital versions of construction documents for projects costing greater than \$500,000 or with a significant impact on the city. For information on digital submission requirements, please visit: <https://www.cityofevanston.org/government/departments/community-development/building-inspection-services/digital-submission>
3. Final plat of survey with grades by State of Illinois licensed surveyor or engineer (if project includes excavation area over 100 sq. ft.) for civil approval.
4. Final approved building plans submitted in PDF format (on flash drive or as email attachment depending on file size).
5. Planned Development/Zoning Conditions Compliance Verification (if applicable)
6. Compliance with Illinois Accessibility Code 404.2.9 Door & Gate Opening Force of all hinged, sliding and folding doors and gates is required. Self-certification by the architect or contractor must list all door numbers per the door schedule of the city-stamped drawings, room names and measured opening force of each door. Fire-rated doors do not need to comply with this requirement.
7. Compliance with the Green Building Ordinance (if applicable). Developer or Designer of Record shall submit a completed design phase review approval letter or similar documentation from the project's rating organization (i.e. LEED, Green Globes, Living Building Challenge, IgCC)
8. Compliance with the Bird Friendly Ordinance (if applicable). Self-certification documentation from the designer of record.
9. For buildings that will have residential rental units, provide a rental registration application and floor plans of rental dwelling unit with dimensions. Please visit [cityofevanston.org/government/departments/health-human-services/protect/rental-registration](https://www.cityofevanston.org/government/departments/health-human-services/protect/rental-registration) for rental registration requirements and application. Emergency contact information shall be posted on the exterior of the building near the main entry at least 5' above grade.



City of
Evanston[™]

Community Development Department, Building and Inspection Services
847-448-4311 | permitdesk@cityofevanston.org | [cityofevanston.org](https://www.cityofevanston.org)

05/2023