

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

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

For projects designed and constructed in accordance with the provisions of the International Residential Code (IRC)

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

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

Type of Construction

- Single Family Dwelling Unit
- Two Family Dwelling Unit
- Accessory Structure (Detached Garage)
- Detached Accessory Dwelling Unit (ADU) / Accessory Structure with Accessory Dwelling Unit (ADU)
- Internal or Attached Accessory Dwelling Unit (ADU)
- Will residential rental units be provided in this building? If yes, see F.C.O. Item #5

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

Number of Off-Street Parking Spaces Provided _____

Contact Name _____

Phone _____ Email _____

The permit holder must address the conditions listed below for an occupancy certificate to be processed. This application and all required documentation should be submitted to certofoccupancy@cityofevanston.org. If all conditions below are completed, an application for F.C.O. can be submitted. If not, apply for T.C.O. A separate application is required for T.C.O. and F.C.O. 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. All inspections can be scheduled by calling 847 448-8207 - option #5. Please keep copies of reports for your records. 100% completion is expected but T.C.O. will be allowed 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. If a dwelling unit will be occupied as a residential rental unit, provide a rental registration application and a floor plan of the dwelling unit with dimensions. Please visit cityofevanston.org/government/departments/health-human-services/protect/rental-registration for rental registration requirements and application.

