



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
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FINAL INSPECTION REQUIREMENTS

**FAILURE TO OBSERVE THE FOLLOWING GUIDELINES COULD LEAD TO
A DELAY IN RECEIVING YOUR OCCUPANCY CERTIFICATE**

SECTION 23-110 OCCUPANCY CERTIFICATES

Upon completion of the building or structure, and before issuance of a Certificate of Occupancy, a final inspection shall be made. A request for final inspection shall be accompanied by a written statement from the architect and/or structural engineer of record that to the best of their knowledge, information and belief, the structure and all related fire, alarm, mechanical systems, building components, details, and site improvements for which the Certificate is requested comply in all respects to all applicable codes, as well as all Design Commission, Plan Commission and Village Board approvals and plans. If the architect or structural engineer is not including systems as part of their statement, then attached shall be a statement from the design professional for each engineered system in the building. If any exceptions exist, they shall be noted with an explanation of steps being taken to remedy those deficiencies.

After the final inspection, all violations of the approved plans and permit shall be noted and the applicant shall be notified of the discrepancies.

A Certificate of Occupancy shall be issued within five business days after completion of the final inspection and correction of any deficiencies noted. The five-day period herein provided for the issuance of occupancy permits may be extended to permit the Building Official to determine if such occupancy will meet applicable codes.

Should you have any questions on this procedure, contact the Department of Building & Health Services at:

Phone (847) 368-5560
Fax (847) 368-5975