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
Website: www.vah.com

REQUEST FOR FINAL OCCUPANCY

Property Owner's Name: _____ Permit Number: _____

Job-Site Address: _____

Type of Construction: _____

Construction Company Name: _____

Contact Person: _____ Contact Phone: _____

Company Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

The undersigned has submitted the Architect letter of completion and has passed all required inspections.

_____ _____ _____
Signature Print Name Date

_____ _____
Title Phone Number

E-Mail Address: _____

Section 23-110 Final Inspections and Certificates of Occupancy

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.

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.