

**Village of South Elgin
Community Development Department**

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

WORKSHEET FOR CERTIFICATE OF OCCUPANCY

Please allow two business days to process paperwork.

Property Address: _____

Building Owner Name: _____ Phone: _____

Address (if different from property): _____

Contractor Name: _____ Phone: _____

Address: _____

Business Name: _____ Phone: _____

Address: _____

Lessee Name: _____ Phone: _____

Address: _____

Code Edition: _____ Design Occupant Load: _____

Square Footage of Building or Unit: _____ Parcel # _____

Automatic Sprinkler System Provided (circle): YES NO

Type of Construction: _____ Occupancy Group or Groups: _____

Requesting Party (print): _____ Phone: _____

Requesting Party Signature: _____ Date: _____

For Office Use Only

File Number: _____ **Date Received:** _____ **Received By:** _____