

ARTICLE X. OCCUPANCY CERTIFICATES

SECTION

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Sec. 150.1001 Occupancy Certificate Required.

(A) After the effective date of this Chapter it shall be unlawful for any person, firm or corporation to occupy or use in whole or in part for any purpose any building or structure (including any presently non-conforming building or structure) or addition to any such building or structure or any land unless and until an Occupancy Certificate shall first have been issued by the Zoning Administrator. However, this Section shall not apply to any building or structure for which an Occupancy Certificate has been issued as such building or structure is currently constructed or to any use of land for which an Occupancy Certificate has been issued by the Zoning Administrator or his predecessor.

(B) It shall be unlawful for any person, firm, or corporation to commence to erect or construct any type of building or structure or addition thereto unless a building permit has been issued by the Zoning Administrator. Furthermore, it shall be unlawful for any such person, firm or corporation to occupy such building or structure or addition thereto for which such building permit has been issued without first securing an Occupancy Certificate from the Zoning Administrator certifying that such building or structure conforms to all the applicable provisions and requirements of the City's Building Code and Zoning Ordinance.

Sec. 150.1002 Application for an Occupancy Certificate.

(A) Every application for a building permit shall be deemed an application for an Occupancy Certificate.

(B) Every application for an Occupancy Certificate for a new or changed use of land or structure shall be filed with the Zoning Administrator and, in addition to fulfilling the requirements set forth herein, shall be in such form and shall contain such information as the Zoning Administrator shall provide by general rule in order to carry out the requirements of this Chapter and enable the Zoning Administrator to determine that there is compliance with all of the applicable standards of this Chapter. At the request of the Zoning Administrator, the application shall provide such information as is specified in this Chapter.

(C) In the case of new construction or the introduction of other new structures on the land, every application for an Occupancy Certificate shall be accompanied by the following drawings:

(1) A survey or plat prepared by a land surveyor registered in the State of Illinois, drawn to scale, showing the actual dimensions of the lot which is the subject of the application, the size, shape and location of any existing structures, areas for parking, and such other information as may be necessary to provide for the enforcement of this

ordinance. [All dimensions shall be shown on the survey or plat and no dimensions shall have to be calculated or scaled by the City.]; and

(2) Six copies of a Site Plan reflecting the size, shape, and location of such structures, drawn to the same scale as the survey or plat.

Sec. 150.1003 Issuance of Occupancy Certificate.

No Occupancy Certificate for vacant land or a new use or structure or addition to an existing structure shall be issued until the premises have been inspected by the Zoning Administrator and determined to be in full and complete compliance with all of the applicable regulations for the zoning district in which it is located and, for a structure or addition to an existing structure, the plans and specifications upon which the issuance of the Building Permit was based. However, when construction has been completed in accord with such plans and specifications, upon request a Partial Occupancy Certificate may be issued pursuant to the following schedule:

(A) Single Family Dwelling Building Permits. A Partial Occupancy Certificate may be issued when the entire residence or residential structure or addition thereto is completed and only exterior weather-sensitive construction and/or landscaping remains to be completed.

(B) Multiple Family Dwelling and Commercial and Industrial Building Permits. A Partial Occupancy Certificate may be issued when any dwelling unit or units or an entire floor of such building or addition thereto, shown by the plans and specifications of the permittee as an "area" or "suite", shall have been completed and adequate safety precautions taken in accordance with the following: Safety Precautions: In each instance where a Partial Occupancy Certificate is requested for other than an entire building or addition to an existing building, the permittee first shall have provided and, after issuance of the Partial Occupancy Certificate, shall continue to maintain during the remaining construction to be done on said premises and until an Occupancy Certificate has been issued for the entire of such building upon completion thereof in accordance with all of the plans and specifications upon which the Building Permit was based:

(1) Fully completed ingress to and egress from the area or suite or entire floor for which the Partial Occupancy Certificate is sought in order not to jeopardize the lives or property of the general public or any resident of such building; and

(2) Complete and total quarantine and isolation of all uncompleted areas in the said building or addition for which a Partial Occupancy Certificate has not been issued, which shall include but not be limited to separate ingress to and egress from areas under construction so as to keep workmen and building materials outside of the completed units of areas or entire floors, as the case may be, of such building or addition.

Sec. 150.1004 Posting of Occupancy Certificates.

(A) A record of all Occupancy Certificates shall be kept on file in the Office of the Zoning Administrator, and copies or duplicate Occupancy Certificates shall be furnished on request to any persons having a proprietary or possessory interest in the land or structure affected by such Occupancy Certificate.

(B) The Zoning Administrator shall keep a record file of all surveys, plats, and site plans associated with Occupancy Certificates which have been issued.