



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION: TEMPORARY OCCUPANCY

The City of Naperville offers temporary certificates of occupancy to property owners that are building new or substantially improved single-family homes, duplexes and townhomes and would like to occupy the building prior to completion. Temporary occupancy is intended for those homes that have completed interior work and may have only a few minor exterior items that still need to be completed. Temporary certificates of occupancy are issued for 60 days and will be extended to June 15 if issued between October 1 and April 15.

APPLICATION REQUIREMENTS

The following process must be adhered to when applying for temporary occupancy:

- A. A Final Inspection must be scheduled through Inspection Dispatch. The inspector must certify that the property is substantially complete and eligible for a Temporary Certificate of Occupancy.
- B. A signed and notarized *Application for Temporary Occupancy* must be submitted to the Inspection Dispatch counter (400 S. Eagle St.) for approval along with a check in an amount equal to 0.50% of the value of the improvements (\$2,000 minimum). Valuation is found on the permit.
- C. Payment must be made before the temporary certificate of occupancy will be issued. Please allow up to 48 hours for processing. The temporary certificate of occupancy will be issued via email.

REFUNDS

Upon issuance of the final certificate of occupancy, the full amount of the cash deposit will be refunded to the entity identified in the application form.

CONTACT INFORMATION

Inspection Dispatch

Monday-Friday, 8 am to 4 pm (Closed daily 1 pm-2 pm)
630/420-6100 Option 1

Development Services Counter

Monday-Friday, 8 am to 5 pm (Closed daily 1 pm-2 pm)
630/420-6100 Option 2



CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS GROUP
APPLICATION FOR TEMPORARY OCCUPANCY

Address: _____ Building Permit No.: _____

Lot: _____ Block: _____ Subdivision: _____

The undersigned hereby requests temporary occupancy for the above referenced property. Per Title 5 of the Naperville Municipal Code, the building official is authorized to issue a temporary certificate of occupancy which will be valid for up to 60 days from the date of issuance and may be extended to June 15 for any temporary occupancies issued between October 1 and April 15. The undersigned hereby agrees to the following:

- a. Complete all remaining work as required by the building permit and schedule all required final inspections.
- b. Submit a professional engineer’s statement certifying final grading has been completed in substantial conformance with the approved site plan and/or a topographical survey of the property.
- c. Provide a cash deposit in an amount equal to 0.50% of the value of the improvements (\$2,000 minimum). The deposit shall be refunded to the property owner upon issuance of the final Certificate of Occupancy unless otherwise indicated on this form. If a final CO is not issued within 24 months of the expiration of the temporary certificate of occupancy, the cash deposit shall be forfeited.
- d. Obtain a final certificate of occupancy prior to the expiration of the temporary occupancy. In the absence of a valid temporary or final certificate of occupancy, the building may not be occupied. Said occupancy may result in a fine of up to \$500 per day of unlawful occupancy.

 Signature of Property Owner

 Notary Public – Commission Expired

PROPERTY OWNER INFORMATION:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

REFUND CASH DEPOSIT TO:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

The above request for temporary occupancy is:

Approved. The temporary occupancy expires on _____. Value of the cash deposit: \$_____.

Not Approved.

 Reviewed By

 Date