



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