



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 City for approval.
- C. Upon approval of the request and certification by the inspector, an invoice will be issued by city staff for payment of the required cash deposit.
- D. 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