



21801 Torrence Avenue, Sauk Village, IL 60411

Tel: 708-758-3330

APPLICATION FOR A CERTIFICATE OF RE-OCCUPANCY

ALL AFFIDAVITS MUST BE RETURNED BEFORE CERTIFICATE WILL BE ISSUED

READ AND COMPLETE THE ENTIRE APPLICATION

1. All items must be filled in that apply on this application and the \$175 fee paid before an inspection can be scheduled
2. **The Premises must be ready for occupancy when inspected.**
3. Any inspections required by the Village will be done by State Licensed Inspectors at owner's cost.
4. An approved working smoke detectors and carbon monoxide system must be installed to code prior to inspection.
5. Owner or their designated property manager must complete this form and turn in all certifications together. Property Management Agreements are required at time of application.

Pursuant to the Sauk Village Municipal Code and Ordinances of the Village of Sauk Village, Illinois I hereby request a Certificate of Re-Occupancy and inspection as required pursuant to the Municipal Code for the property listed below:

PROPERTY ADDRESS:

Sauk Village, IL 60411

CHECK ONE:	Property currently is:		☐ "As is" CLOSING ONLY
	☐ RENTAL PROPERTY	☐ OWNER OCCUPIED	
IS SALE PENDING ON PROPERTY: ☐ YES Closing Date: _____ (Sale Pending) ☐ NO		Recently Purchased: ☐ -YES ☐ -NO <i>If recently purchased provide a copy of closing statement</i>	

Today's Date: _____

Telephone #: (____) _____ ☐ HOME ☐ CELL ☐ WORK/OFFICE

Owner's/Manager's Last Name

Owner's/Manager's First Name

E-Mail: _____

Driver's License # _____ State Issued: _____

If the property is or will be Rental Property address of the owner and/or management company required:

Street Address

City/Village

State

Zip Code

I hereby certify that I am the current owner/manager of the property above and that I will comply with all lawful orders for repairs needed for my property. I also understand that I am responsible for payment of all inspection fees. A seller, property owner or designated agent shall request a Certificate of Re-Occupancy by submitting a completed application and payment of all fees. The Certificate of Re-Occupancy does not constitute any representation or warranty as to the condition or any aspect of such condition of the dwelling or other structures on the premises for which the certificate is issued. All inspections made in connection with a Certificate of Re-Occupancy are neither warranty or guarantee by the Village of structural, electrical, plumbing, nor mechanical and do not represent that the premises conforms to the provisions of the Code, including the building and technical codes adopted by the Village. I understand that a State Licensed Inspector who is duly licensed by the Village of Sauk Village is required to complete the inspection report and may require additional certifications, including: **Electrical-House/ Garage; Plumbing; Water Heater; Heating; Roof-House/Garage; Chimney (if fireplace); If the dwelling has a sprinkler system certification is required.**

Owner's/Manager's Signature

Date Signed

****FOR OFFICE USE ONLY****

Rev 1/2019

☐ Approved ☐ Denied By _____ PIN: _____	Active Water Act	Lien Search _____	FEE PAID: \$ _____
	YES ☐	By _____	DATE PAID: _____
	NO ☐	Amount: \$ _____	Trans # _____