

Certificate of Occupancy Additional Information

Land used or occupied and buildings erected or structurally altered shall be used or changed in use only after a Certificate of Occupancy has been issued by the Director of Inspection and Engineering. Such certificate shall state the building and proposed use comply with the provisions of this Code.

- Required for approval - Statement of intended use of the property to be occupied
- Application Required. Application for an occupancy permit shall be made to this Director on forms provided. Upon determination that all provisions of this Code and other such ordinances have been complied with, an occupancy permit shall be issued. Where circumstances warrant, temporary occupancy may be authorized by the Zoning Director for a specified period not to exceed six (6) months upon receipt of a bond equal to the cost of the remaining improvements has been provided to the Village, during which period any remaining work shall be completed.
- Occupying without a Permit. Any person, firm, or corporation who occupies or permits to be occupied, who sells, leases, or rents a house, building, building unit, or structure for which an occupancy permit has not been issued; or in the case of alterations, additions, or repairs, whoever occupies, or permits to be occupied, or utilized, or sells, leases, or rents that portion of the house, building, building unit, or structure added, altered, or repaired for which an occupancy permit has not been issued shall be guilty of violating this chapter and shall be subject to the penalties provided herein.
- Application After Effective Date. This section shall apply to all uses established and/or structures erected or altered after the effective date of this Section.