T.C.O. (Temporary Certificate of Occupancy)
&
F.C.O. (Final Certificate of Occupancy)
Request Form to Building Division
847-866-2932

Occupancy shall NOT start until issuance of T.C.O. or F.C.O.

Request for: ☐ **T.C.O. (Temporary Certificate of Occupancy)**
(T.C.O. fee will **keep** accumulating **until** F.C.O. is issued.
Commercial: $125/30 days, Residential: $20/30 days)

(Check one.) ☐ **F.C.O. (Final Certificate of Occupancy)**

T.C.O. / F.C.O. application Date: _____

Preferred Request-by Date*: _____

*(*Please allow from 24 to **48 hours** from T.C.O. / F.C.O. application date.)*

Address of Property: _____

Unit / Suite Number(s): _____

Permit Number: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax No. (required): _____

Contact Address (required): _____

Please note that you will be contacted when the above Certificates are ready for issuance. Processing of the request will start once **ALL** documents described below have been submitted.

For T.C.O.: all items in **'A'** below must be submitted.

For F.C.O.: all items in **'B'** below must be submitted, **plus** comments in **T.C.O.** must have been addressed **by the permit holder**. F.C.O. may take up to **30 days** for processing.

Please submit the following TOGETHER with this request form:

A. Fax to Building Division @ 847-448-8020, or submit a Xerox copy of the following documents:
(Please keep **your** copies of Field Inspection Report for your records)

Final *Field Inspection Report* of Structural/Architectural, Plumbing, HVAC, Electrical with approval indicated for T.C.O. or F.C.O.. **AND** Fire Department approval report. Call Fire Department for Fire Department inspection @ Tel: 847-866-5928.
Note: Approval by Fire Department is **NOT** needed for single family residence and two-family residence.

B. For **F.C.O.**, submit the following as well:

1. Notarized Sworn Statement of Final Construction Cost
2. Digital versions of construction documents for projects costing greater than $500,000 or with a significant impact on the city, and Final Sign-off Letter issued by Evanston GIS Division (call 847-866-2968. See www.cityofevanston.org/digitalplans/index.html)
3. Final grading plan indicating final grades (on projects which included excavation)