

4. PERMITS & OCCUPANCY

Submit applications for permit and Interior Remodel Worksheet to the Building Division, with four sets of permit application drawings. One application must be completed for all the units and another application the common areas.

Based on review of Architect's or Engineer's Report and the Plans, a Code Compliance Report will be prepared if necessary. The items included in the report must be included in the work to be done and listed on the permit application. 5-4-2-2.

Construction/rehab work in the building may commence after permits have been obtained. Contractor is responsible for scheduling all inspections required by the building department and fire department.

After approval from the building department and fire department inspectors, a temporary certificate of occupancy will be issued. Prior to the closing of any occupied unit, the common areas (stairwells, storage areas, exterior decks/stairs, entry vestibule, trash rooms, etc.) must be approved for occupancy as well.

After all work in the building is complete and all documents are in order, a final certificate of occupancy will be issued. A final certificate of occupancy will not be issued without a recorded copy of the Declaration submitted to the City.

DOCUMENTS TO PURCHASERS

1. DISCLOSURE STATEMENTS

Provide a purchaser of a unit with a copy of the condominium disclosure statement and all amendments before entering into a contract of sale. Unless a purchaser is given the disclosure statement more than 30 days before executing a contract, the purchaser may cancel the contract within 30 days after first receiving the condominium disclosure statement 5-4-3-2.

2. ESCROW ACCOUNT

At closing, provide Purchaser with Warranty Escrow Account Location and Account Number.

3. TRANSFER OF CONTROL DOCUMENTS

At the time the declarant transfers control of the condominium project to the board, the declarant should provide the board with all Warranties and other documents as required by the Illinois Condominium Property Act, 765 ILVS 605, Section 18.2

PHONE NUMBERS:	Fire Inspection, Fire Department:	847-866-5928
	Housing Planner, Planning Division:	847-866-2928
	Permits/Inspections, Building Division:	847-866-2932