



Certificate of Occupancy Request Form

COMMERCIAL / MULTI-FAMILY

General Information

For projects designed and constructed in accordance with the International Residential Code (IRC).

- Occupancy is **not allowed** until issuance of a Temporary Certificate of Occupancy (T.C.O.) or Final Certificate of Occupancy (F.C.O.).
- A separate application is required for T.C.O. and F.C.O.
- All fields must be completed, and all required documentation must be provided.
- T.C.O. fee will accumulate monthly until F.C.O. is issued.
- 100% completion of units is expected; T.C.O. may be allowed for items delayed due to weather, such as final grading or concrete/asphalt installation.
- Issuance may take up to 5 business days.
 - The application contact will be notified once the certificate has been processed.
- Email the completed application and all required documentation to: certofoccupancy@cityofevanston.org.

Request Type

☐ Temporary (**TCO**) - \$150 per 30 days.

☐ Final (**FCO**) - \$150 or \$30 per unit (\$150 min.)

Type of Construction

☐ Commercial

Occupancy Group (e.g., A2, B, F,
etc.): _____

☐ Multi-family Residential

Number of Units: _____

Applicant Information

Application Date: _____ Permit Number: _____

Property Owner/Business Name: _____

Property Address: _____

Contact Name: _____

Phone: _____ Email: _____

Will residential rental units be provided in this building? ☐ Yes ☐ No – If yes, see F.C.O. Item #5.

Areas to be Occupied (TCO Only): _____

Requirements

Temporary Certificate of Occupancy (T.C.O.)

Submit the following:

1. **Final field inspection reports** for Structural, Plumbing, HVAC, Electrical, and Fire Department approvals required.
 - To schedule an inspection, call 847-448-8207, option # 5.
2. **Health Department Inspection Report** (if applicable)
3. **Metropolitan Water Reclamation District (MWRD) Inspection Approval** (if applicable)

Final Certificate of Occupancy (F.C.O.)

In addition to T.C.O. requirements, submit the following:

1. **Notarized Sworn Statement of Final Construction Cost**
2. **Digital versions of construction documents** for projects costing over \$500,000 or with significant city impact. Submission instructions are available at: [Digital Submission Requirements](#)
3. **Final plat of survey** with grades prepared by a State of Illinois licensed surveyor or engineer if the project includes excavation over 100 sq. ft.
4. **Final approved building plans** in PDF format (submit via flash drive or email depending on file size).
5. For **residential rental units**, submit:
 - a. Rental registration application
 - b. Floor plan of each rental unit with dimensions
For more information, visit: [Evanston Rental Registration](#)
 - c. Emergency contact information must be posted on the exterior of the building near the main entry, ≥5 feet above grade.
6. **Planned Development / Zoning Conditions Compliance Verification** (if applicable)
7. **Illinois Accessibility Code Compliance** – Section 404.2.9, door & gate opening force, self-certification required
8. **Green Building Ordinance Compliance** (if applicable)
9. **Bird Friendly Ordinance Compliance** (if applicable)