



T.C.O. (Temporary Certificate of Occupancy)
F.C.O. (Final Certificate of Occupancy)
Request Form to Building Division
847-448-4311

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)**
(Commercial: \$50, Residential: \$20 per unit)

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

Address of Property/Unit #: _____

Business Name: _____

Permit Number: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email or Fax Number (required): _____

Contact Address (required): _____

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** conditions listed on **T.C.O.** must have been addressed **by the permit holder**. F.C.O. may take up to **5 days** for processing.

You will be contacted after certificate has been processed.

Please submit the following TOGETHER with this request form:

A. Submit copies of the following to the Building Permit Counter; email to permitdesk@cityofevanston.org; or fax copies to 847-448-8020:

1. Final Field Inspection Reports of Structural, Plumbing, HVAC, Electrical and Fire Department with approval indicated for T.C.O. or F.C.O.
2. Health Department Inspection Report (if applicable). Health Department inspection should be scheduled after approval of the disciplines listed above.
3. Metropolitan Water Reclamation District (MWRD) inspection approval on applicable commercial and multi-family projects.

All inspections can be scheduled by calling 847 448-4311. Please keep copies of reports for your records. T.C.O. for new single & two family residences will only be allowed for items not able to be completed due to weather (i.e. final grade, concrete/asphalt installation).

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. Please visit www.cityofevanston.org/digitalplans/index.html for information on digital submission requirements.
3. Final plat of survey with grades by State of Illinois licensed surveyor or engineer (if project includes excavation area over 100 sq. ft.).
4. Final approved building plans submitted in PDF format (on flash drive or as email attachment depending on file size).
5. Planned Development/Zoning Conditions Compliance Verification (if applicable)