

Village of South Chicago Heights  
Building Department  
3317 Chicago Road / P.O. Box 770  
South Chicago Heights, IL 60412  
708-755-1880

**FIRST-TIME FOR RENT INSPECTION APPLICATION**

- 1.) Address of property where change of occupancy will occur: \_\_\_\_\_
- 2.) Name of property owner: \_\_\_\_\_ Phone # \_\_\_\_\_
- 3.) Address of property owner \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_
- 4.) Tenant's name \_\_\_\_\_ Current Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_
- 5.) Occupancy Date \_\_\_\_\_
- 6.) Inspection Date / Time \_\_\_\_\_
- 7.) Inspection report will be: Mailed \_\_\_\_\_ faxed \_\_\_\_\_ picked up \_\_\_\_\_
- Name & address where report should be mailed to: \_\_\_\_\_

**FEE SCHEDULE: \$100.00-Single Family dwelling - includes 2 inspections [first and final]**

**\$100.00 + \$25.00 per unit-Multiple unit dwellings includes 2 inspections [first & final]**

**FAILURE TO KEEP SCHEDULED APPOINTMENT WILL INCUR A \$50.00 PLUS \$25.00 PER INSPECTOR PENALTY UNLESS 24 HOUR NOTICE OF CANCELLATION IS GIVEN.**

**NOTE: ALL UTILITIES MUST BE ON BY THE DATE OF INSPECTION!**

Sec. 5-4 CERTIFICATE OF OCCUPANCY

a) No owner, agent or person in charge of a one-family, two-family, multiple-family dwelling unit or structure, or commercial/industrial structure shall sell or allow any person to occupy the same as tenant or lessee or for a valuable consideration, unless such unit or structure shall have been inspected subsequent to its most recent occupancy and determined to be in compliance with all of the provisions of this chapter and all health and building laws and codes of the village, as evidenced by a certificate of occupancy issued by the building inspector.

**ANY PERSON WHO VIOLATES THIS SECTION SHALL BE FINED UP TO \$500.00. A FINAL WATER METER READING MUST BE DONE and PAID FOR PRIOR TO THE CLOSING OF THE PROPERTY. NO OCCUPANCY PERMIT WILL BE ISSUED UNTIL THE ABOVE HAS BEEN COMPLIED WITH. THIS INSPECTION IS VALID FOR SIX (6) MONTHS.**

*I hereby certify that there are no willful misrepresentations in, or falsifications of, the statements written in this application. I am aware that should investigation disclose such falsification I may be subject to a fine.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

