



Chapter 2 – ADMINISTRATION AND SUPERVISION

- 8- 2-1: **Building Commissioner**
There is hereby created and established the Office of Building Commissioner. The official shall be appointed by the President by and with the advice and consent of the Board of Trustees in the same manner and for the same term as other Village Officials are appointed. The official shall receive such compensation as the President and Board of Trustees shall from time to time approve. The official may be removed from office at any time either (a) by the President with the consent of the Board of Trustees, or (b) by the affirmative vote of two-thirds of the Board of Trustees in favor of such removal.
- 8- 2-2: **Duties of Building Commissioner**
The duties of the Building Commissioner shall be (a) to have general charge and supervision of the erection, construction, alteration, repair, removal, and inspection of all buildings, walls, structures, or portions thereof, and accessories thereto within the Village and to enforce all ordinances relating thereto. (b) The Building Commissioner shall examine and approve/disapprove all plans for building permit purposes. The official shall have charge of building inspections on all buildings, structures, or portions thereof in connection with work that has been authorized by a permit. (c) The Building Commissioner shall perform such further duties as the Building Ordinance requires.
- 8- 2-3: **Deputy Building Commissioners**

The Building Commissioner may appoint one or more Deputy Building Commissioners with the consent and approval of the President. They shall hold office for such periods as may be designated in their appointment but not to exceed the term of the Building Commissioner. They shall receive such compensation as may be approved by the President by and with the consent of the Board of Trustees. They shall assist the Building Commissioner in the performance of the official's duties.

8- 2-4: **Short Title for Building Commissioner and Deputy Building Commissioners**

The title or phrase "Building Officers" when used in the Building Ordinances shall mean and include the Building Commissioner and the Deputy Building Commissioners as fully and effectively as if each and all of said officers were specifically designated and named in lieu of the title or phrase.

8-2-5: **Building Officers May Enter Premises**

Building Officers are hereby empowered to lawfully enter upon any premises or into any building or structure or portion thereof (upon showing their badge of office or other identification) when necessary to do so in the performance of any duty imposed upon them by the Building Ordinance. It is hereby made unlawful for any person or persons to hinder or prevent or to attempt to hinder or prevent Building Officers from so doing.

Any person or persons hindering or attempting to hinder, resisting or attempting to resist any Building Officer in the performance of duty shall be charged with resisting an Officer. The person or persons convicted of such offense shall be subject to the general penalty provided for violations of the Building Ordinance.

8- 2-6: **Personal Liability of Building Officers**

In all cases where any action is taken by the Building Officers, or any officers of the said Village, to enforce the provisions of any of the sections in the Building Ordinance, or to enforce the Provisions of any of the laws of said Village (whether such action is taken in pursuance of the express provisions of such sections or laws, or in a case where discretionary power is given by the Building Ordinance, or said laws), such acts shall be done in the said officers, in so acting for said Village, do not thereby render themselves liable personally, and they are hereby relieved from all personal liability, for any damage that may accrue to persons or property as a result of such act committed or permitted (in good faith) in the discharge of their duty, and any suit brought against the said officers by reason thereby shall be defended by the Law

Department of the said Village until final termination of the proceedings therein.

8- 2-7:

Public Improvement Required Prior to Permit

All building permits shall carry with them the condition that no occupancy of the building subject to the permit will be permitted until such time as all land improvements required under the Subdivision Ordinance of this Village, as amended, have been substantially completed as required by said Subdivision Ordinance.

If the property for which a permit is being sought is not subject to the Subdivision Ordinance of this Village, the building permit shall carry with it a condition that no occupancy of the building subject to the permit will be permitted until such time as the water main, public sewer, and any other required land improvement has been completed as required by the Ordinances of the Village and as approved by the Village Engineer.

All building permits issued prior to completion of said land improvements shall include a statement signed by the owners of the property involved or an authorized representative of the owner as follows:

“As owners of the property described in the building permit, the undersigned hereby acknowledge and accept the condition that no occupancy of the building to be constructed thereon will be permitted, no Certificate of Occupancy issued, until such time as all land improvements required under the Subdivision Ordinance of this Village, as amended, and/or any other Ordinances of the Village of Hodgkins have been installed, except street and alley improvements as therein required may be in the process of installation, provided that roadway pavement base course has been installed and is suitable for vehicular traffic.”

8- 2-8:

Building Permit Required

It is hereby declared unlawful for any person, firm, or corporation to commence or to perform or engage in any work in connection with the construction, erection, enlargement, remodeling, altering, repairing, raising, lowering, underpinning, change of use, moving or wrecking of any building, structure, or portion thereof without having first made application to and secured the necessary permit therefor. Any person, firm, or corporation so doing shall be subject to the general penalty for violation of the Building Ordinance. The building permit shall carry with it the right to install any crane, derrick, material elevator, heating or lighting apparatus, inside the

lot line which may be required for temporary use during the progress of the work.

There is miscellaneous type work such as concrete patios, landscaping without grade changes, and repairs (see Section 8- 221) which will not require a building permit. The Building Commissioner shall inspect any such projects and make the final decision as to the applicability of this section. It is the obligation of the property owner or their agent to consult with the Building Commissioner to determine the application of this section.

8- 2-9

Work Exempt from Building Permits

1. A permit shall not be required for ordinary repair work incidental to the upkeep of a building or structure, provided there is not contemplated or involved any change in the classification or any increase in the fire hazard thereof. The Building Commissioner shall make the final determination as to the meaning of "ordinary repair work." Nothing in this section contained shall be interpreted or construed to allow any work included in the permit exemption thereof to be done in any manner contrary to the requirements of the Building Ordinance and other laws or ordinances. Violations of said Ordinance in any work not required to be done under a permit shall be subject to the general penalty of said Ordinance.
2. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses provided the floor area does not exceed 120 square feet.
3. Fences not over 4 feet high.
4. Retaining walls which are not over 4 feet in height measure red from the bottom at grade level.
5. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
6. Prefabricated swimming pools which are less than 24 inches deep and do not exceed 5,000 gallons and are installed entirely above ground.
7. Swings and other playground equipment.
8. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

9. Window and door replacement with same width which does not involve structural beam or load bearing support.
10. Roof covering with similar type material which does not involve change in pitch or roof type and does not involve structural beam or load bearing support.
11. Patio awnings which do not exceed 240 square feet and are not enclosed more than 50% on each side.

8- 2-10:

Duration of Building Permits

1. Any building permit approved pursuant to this Ordinance under which the building permit fee has not been paid in full within three (3) months from the date of approval, shall expire automatically by date of approval of the Building commissioner; and the fees paid therefor, if any, shall be forfeited to the Village.
2. Any building permit issued pursuant to this Ordinance under which no substantial progress shall have been made within six (6) months from the date of issuance thereof shall expire automatically by limitation and may not be extended or renewed without the written approval of the Building Commissioner; and unless such permit is surrendered to the Village Clerk within two (2) months after its expiration for such cause, the fees paid therefor shall be forfeited to the Village. However, under any circumstances the Plan Exam fee will not be returned.
3. Any building permit issued hereunder shall expire automatically upon cessation of work for more than two (2) months. A cessation of work shall be deemed to have occurred in any case where for any such period no substantial progress has been made in the work for which a permit has been issued and all fees paid shall be forfeited to the Village.
4. A building project shall be considered abandoned if no significant progress has been made for a period of six (6) months or more. A building, structure, or part thereof so abandoned shall be declared a public nuisance by the Building Commissioner and the Board of Trustees and shall be dealt with accordingly.
5. Substantial progress for purposes of this Ordinance shall be defined as the amount of work a journey tradesperson can perform in one week.

6. A building permit for a single-family residence, single-family residential room addition, or a building or structure accessory to a single-family residence shall expire automatically if all exterior work is not completed within one year from the date of the first scheduled footing inspection as per Section 8- 269.2 herein or within one year from the issuance of a permit if there is no footing inspection. Exterior work shall include, but not be limited to the following:
- A. The exterior façade, including but not limited to doors, windows, and siding, the roof of the building, paving of driveway(s), final grading, and required landscaping.
 - B. Removal from the exterior of the property of all construction fencing and unneeded appurtenances including building materials, construction trailers and equipment, and construction fencing. Dumpsters and portable sanitation facilities may remain on the site as may be needed but shall be moved to a hard-surfaced area or inside a garage whenever possible.
7. A building permit that has or will expire as per Section 8-2-2-10 above may be extended as follows:
- A. Completion of landscaping and driveways may be extended without further action when the deadline for completion falls between October 16 and March 31 as per Section 8- 2-10-8 herein.
 - B. The Building Commissioner may grant up to four, 90-day extensions upon written request by the permit applicant and payment of an extension fee as per Section 8- 2-10-3 below.
 - C. For each extension granted as per Section 8- 2-10-7 above, an extension fee shall be paid as follows:

	Work Remaining	Fee*
First 90-day Extension	Site Improvements,** Only	5%
First 90-day Extension	Building w/ or w/o Site Improvements	10%
Second 90-day Extension	Site Improvements,** Only	5%
Second 90-day Extension	Building w/ or w/o Site Improvements	10%

Third 90-day Extension	Site Improvements or Building	10%
Fourth 90-day Extension	Site Improvements or Building	10%
<p>* Percent of Building Permit Fee</p> <p>** Site Improvements include walks, drives, grading, ground cover, and removal of silt fencing, dumpsters, and other outside construction appurtenances.</p>		

8-2-11:

Extension of Building Permits

Upon payment of 10% of the original building permit fee, building permits for buildings or structures upon which work has been commenced may be once extended for a period not exceeding six (6) months. Provided said extension is requested within six (6) months after expiration and that the work complies with the building codes in effect at the time of the extension. Permits for which work has not begun also may be extended once for up to six (6) months upon payment of 10% of the original building permit fee and subject to compliance with building codes in effect at the time of such extension.

8- 2-12:

Issuance of Permits

Permits authorized to be issued and required to be obtained under the Building Ordinance shall be issued by the Office of the Village Clerk when the application therefore and the plans submitted therewith shall have been approved by the Building Commissioner and all fees have been paid.

8- 2-13:

Application for Permits

When any person, firm, or corporation shall be desirous of constructing, erecting, enlarging, remodeling, altering, repairing, raising, lowering, underpinning, moving, changing the use as defined by the building code, or wrecking any building structure, or portion thereof, the Village shall make a written application therefor upon the blank forms furnished for such purpose. This application shall be filed with the Building Commissioner and shall set forth the following:

- A. The name, telephone number, fax number, and address of the applicant.
- B. The name, telephone number, fax number, and address of the architect, structural engineer, or other licensed design

professional permitted by the laws of the State to make plans who has prepared the plans and specifications accompanying the application.

- C. The name, telephone number, fax number, and address of the owner of the real estate upon which the proposed work is to be performed.
- D. The name, telephone number, fax number, and addresses of the general contractor.
- E. The location of the proposed work, that is, the street address assigned by the Village, the subdivision, lot number, and township of the subject property.
- F. The type of work the applicant is seeking permission for.
- G. The permanent index number of the real estate upon which the proposed work is to be performed.
- H. The application shall be accompanied by duplicate plans, specifications, and plats as specified in Section 8- 240, drawn to scale, of the lot or lots composing the site, showing the exact location of the proposed building and any buildings and also septic systems and wells already located on the lot or lots involved. The application shall also be accompanied by plans and specifications signed and sealed in the manner hereinafter required by Section 8- 242 of this code, and by an exact legal description of the property involved.
- I. An agreement signed by the owner, his duly authorized agent, architect, or structural engineer that he will, if granted the permit applied for, construct the work in accordance with the description set forth in the applications and plans and specifications accompanying such applications; and that the general and detailed work connected with such construction, erection, enlargement, remodeling, altering, repairing, raising, lowering, underpinning, moving, changing of use as defined by the building code, or wrecking or any such building structure or portion thereof, as the case may be, shall be done in strict compliance with the Ordinance of the Village and the provisions of the permit.
- J. The purpose of this regulation is to protect existing property, to enhance the general appearance of the community, to protect the individual from making construction errors, and to aid in general drainage of all properties in the area.

1. Grade Line. The grade line noted on the architectural elevation drawings shall be a line where the ground line intersects the foundation.
2. Approval by Village Engineer. The grade line is at a point, which is established by the Village Engineer or Building Officer.

8- 2-14:

Landscaping Plans

For any building to be constructed in a Business District, Transitional District, Office District, or Manufacturing District, the application for permit shall be accompanied by duplicate sets of requirements of any approved site plan and the requirements of the Hodgkins Zoning Ordinance, as amended, pertaining to the landscaping of all required yards or other required open spaces and to buffer landscaping. Landscaping plans shall indicate location, number, size, and species of all proposed landscaping materials. The Village must approve landscaping plans.

Once installed, approved landscaping shall be maintained in such manner as to retain at a minimum the intended standards of the initial landscaping plan and to conform to the landscaping requirements of the Village.

8- 2-15:

Plans and Specifications to be Filed in Duplicate

The number of drawings to be submitted for residential shall be three (3) sets, maximum size of 24" x 36". The number of drawings to be submitted for industrial, commercial, and multi-family shall be three (3) sets, maximum size of 30" x 48". Each set of drawings shall consist of a site plan showing dimensions to all property lines, foundation and footing plan, basement or cellar plan, the plans of all floors and roofs, transverse and longitudinal sections necessary to show all details to verify building, zoning, and floor area ratio requirements, elevations, and the necessary framing plans to show the complete framing of the building or structure. Such other plans shall be filed as may be required in the opinion of the Building Commissioner to illustrate the features of construction and equipment of the building structure referred to.

8- 2-16:

Plans and Specifications – Essential Requirements

All plans and drawings shall be drawn to a legible scale. All distances and dimensions shall be accurately figured and drawings made explicit and complete showing the front and side lot lines and the entire sewage and drain pipes and the location of all plumbing fixtures within such building. The dimensions of the structural members shall be given on the drawings whether shown in the specifications or not. The specifications shall describe all the materials to be used in the proposed building. The Building

Commissioner shall approve each set of plans presented before a permit will be granted.

8-2-17:

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance by Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Hodgkins Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where this Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 8- 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

8- 2-18:

Alterations Upon Stamped Plans Not Permitted

It shall be unlawful to erase, alter, or modify any lines, figures, or coloring contained upon such drawings so stamped by the Building Commissioner or filed with him for reference. If, during the progress of the work authorized, it is desired to deviate in any manner affecting the construction or other essentials of the building from the terms of the application or drawings, notice of such intention to later on deviate shall be given to the Building Commissioner, and written consent of the Building Commissioner shall first be obtained before such alteration or deviation may be made.

8- 2-19:

Permit, Plans, and Specifications Must be Kept on the Job

The permit issued for any work to which the Building Ordinance is applicable, together with a set of the approved plans and specifications, if any, must be kept on the job while the work is in progress, and must be shown for inspection on request of any Building Officers. Inability or refusal to comply with the provisions of this section shall constitute sufficient cause for stopping either all or such portion of the work as may be involved in the violation.

8- 2-20:

Plans and Specifications to Remain on File

One or more copies, as may be required by the Building Commissioner, of the plans and specifications as finally stamped and approved shall be left on file in the office of said Commissioner. Complete plans and specifications of buildings of a public character for which permits are granted shall remain on file permanently in said Commissioner's office. It shall not be obligatory upon said Commissioner to retain plans and specifications for buildings or structures except those of a public character for more than six months after the completion or occupation of any such building or structure.

8- 2-21:

Code of Conduct and Permit Sign

All job sites on which exterior construction work is being conducted, such as new residential or non-residential buildings or building additions, shall maintain a Code of Conduct and Permit Sign to be provided by the Building Officer and in a location designated by the Building Officer. Said sign shall comply with the following:

A. Visibility of the sign shall be maintained at all times. At no time shall materials, dumpsters, equipment, vehicles, or other appurtenances be placed so as to block the view of the sign from the public way.

B. If the sign becomes lost or damaged at any time, the permit applicant shall immediately contact the Building Officer and request a replacement sign. The original fee for the sign shall be kept by the Village, and a new sign fee paid by the permit applicant.

8- 2-22:

Fee for Building Permits

All work subject to a building permit as defined in Chapter 8-2 herein shall be subject to a building permit fee of one percent (1%) of the total cost, except single-family residential. No fee will be required.

A. If an additional inspection is required, the fee will be \$50.

8- 2-23:

**Constructing Buildings Contrary to Approved Plans –
Permit Made Void by Deviation from Plans – Power to Stop
Work**

A. It shall be unlawful for any owner, agent, or architect or for any contractor or builder engaged in constructing, erecting, enlarging, remodeling, altering, repairing, raising, lowering, underpinning, moving, or wrecking of any building, structure, or portion thereof, to make any departure from the plans as approved by the Building Commissioner without first obtaining the written consent of the Building Commissioner for any such change.

Any departure from the approved plans involving a violation of the requirements of any law or ordinance or any such change in the plans or construction without the consent of the Village Board shall operate to annul the permit which has been issued for such work and shall render the same void, and all fees paid shall be forfeited.

B. In any case where work is done under a permit authorizing the erection, alteration, or repair of a building or structure, which work is contrary to the approved plans, or any law or ordinance, the Building Officer shall have power to at once stop such work and to order all persons engaged therein to stop and desist therefrom. Such work shall not be resumed until satisfactory assurance has been given to the Building Commissioner that it will be done properly and lawfully and according to the approved plans or until said Building Commissioner has consented, in writing, to the changes made in such approved plans. The Building Commissioner may request that a new permit must be issued before work proceeds. The usual fee for the permit shall be paid by the contractor doing such work.

C. No contractor or builder shall begin any work on any building or structure for which a permit is required until such permit shall have been issued. In case any work is begun on the erection, alteration, repair, or removal of any building or structure without a permit authorizing the same being issued therefor, the Building Commissioner or his deputy shall have power to at once stop work and to order any and all persons engaged

therein to stop and desist therefrom until the proper permit is issued.

8- 2-24: **Revocation of Permit**

If the work in, upon, or about any building or structure shall be conducted in violation of any law or ordinance, it shall be the duty of the Building Commissioner to revoke the permit for the building or wrecking operations in connection with which such violation shall have taken place. It shall be unlawful, after the revocation of such permit, to proceed with such building or wrecking operations unless such permit shall first have been reinstated or reissued by the Building Commissioner. Before a permit so revoked may be lawfully reissued, the entire building and building site shall first be put into condition corresponding with the requirements of all laws and ordinances, and any work or material applied to the same in violation of any of the provisions of any law or ordinance shall first be removed from such building and for such permit as reissued the fee required shall be paid.

8- 2-25: **Inspection**

The permit applicant, owner, or contractor shall give 24-hours advance notice to the Building Official to request each of the following required inspections:

Single-Family Residential Inspections:

- A. **Site Preparation** – An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.
- B. **Footing Excavation** – An inspection is required before concrete is poured and after excavation and forming have been completed.
- C. **Foundation Forms** – An inspection is required after the foundation wall forms are set and before concrete is poured. It is required that two (2) copies of a spot survey be submitted for review and approval after the foundation form inspection has been passed, but before the foundation wall inspection can be scheduled.
- D. **Foundation Wall** – An inspection is required before back filling and after footing drain tile has been placed and damp proofing completed.
- E. **Tree Protection, Erosion Control, and Gravel Access Drive** – An inspection is required to ensure that all erosion control and tree protection measures are properly maintained and in place

and temporary construction (gravel) access is in place prior to any other work on the property and prior to decking and rough framing. The street shall be cleaned of mud.

- F. Driveway – After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, the Engineering Department will inspect to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.
- G. Electric Service – An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.
- H. Underground Plumbing – An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.
- I. Rough Framing – An inspection is required before any insulation and vapor barrier are installed and after the rough framing, rough plumbing, and rough electrical work are completed.
- J. Fireplace Inspection – An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.
- K. Rough Plumbing – An inspection is required before any insulation and vapor barrier are installed and after the rough plumbing work is complete.
- L. Rough Electric – An inspection is required before any insulation is installed and after the rough electrical work is complete.
- M. Insulation – An inspection is required before any interior wall finish is applied and after the insulation is installed.
- N. Final – Final inspection is required before issuance of a Building Certificate of Occupancy for a structure. A final inspection must be scheduled a minimum of two (2) days before the certificate of occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection shall include inspections for the following: building, mechanical, electrical, plumbing, site engineering, landscaping, forestry, and fire protection. The

local fire protection district shall approve all fire protection systems after inspection by the respective district or by its authorized inspection agency.

- O. Other – Demolition and swimming pool – Refer to Sections 8-3-6 and 8-3-15.
- P. Bond Release – An inspection is required prior to the release of any outstanding bonds to ensure compliance with all required local codes, ordinances, and standards including landscaping improvement.
- Q. All Inspections Other Than Single-Family – All new construction other than single-family residences shall be inspected to verify compliance with all building codes, fire codes, Zoning Ordinance, mechanical codes, electrical codes, plumbing codes, engineering codes, and all mandated State codes.
- R. General Inspection Requirements
 - 1. All additional inspections required, as a result of builder error, shall be performed at an additional prepaid fee per inspection per Section 8-2-50.2.
 - 2. Proper and safe ladders for access to basements and attic are the responsibility of the contractors. There will be no inspections performed if adequate ladders are not provided.
 - 3. All materials required for testing are the responsibility of the contractor.

8-2-26: **Foundation Location and Elevation Spot Survey**
Immediately after the foundation has been poured and prior to scheduling a backfill inspection, the owner or contractor shall submit to the Building Commissioner three (3) copies of an on-site (spot survey) location of the structure showing the top of foundation elevation.

8-2-27: **Engineering Fees**
Changes to grading, drainage, top of foundation elevation, etc., approved by the Village, that would require engineering services, shall be approved by the Village Engineer. Costs for such services shall be paid by Permittee at the fees in effect.

8-2-28: **Certificate of Occupancy – Single-Family Residential**
The request for a “Certificate of Occupancy” shall be made at least two (2) business days before occupancy is requested. This will allow

for time for a final inspection and to process all paperwork. Minimum requirements for occupancy shall be as follows:

Connection to public water and sewer complete. In the case of connection to the Village of Hodgkins' public water supply, connection shall not be considered complete until both the water meter and remote meter are installed.

- A. All plumbing shown on the approved plans unless otherwise approved by the Building Official. All fixtures added or installed after this inspection will require a separate permit.
- B. Electrical wiring shall be completed in compliance with applicable codes.
- C. Heating system shall be completed in compliance with applicable codes.
- D. Basement floor, drain tile, and sump pump (if used) shall be installed in compliance with applicable codes.
- E. Any concrete floors in the habitable area of the house must be poured.
- F. Further, no Certificate of Occupancy shall be issued until final grading, all required landscaping, and driveway hard-surfacing have been installed.

However, if weather or other conditions do not permit the completion of final grading, required landscaping, or driveway hard-surfacing, the owner may request issuance of a conditional Certificate of Occupancy subject to completion of the outstanding work.

If a Certificate of Occupancy under these terms is issued between April 15 and October 15, the final grading, landscaping, and hard-surfacing shall be completed within 45 days. If a conditional Certificate of Occupancy under these terms is issued between October 16 and March 31 of each year, the final grading, landscaping, and hard-surfacing shall be completed prior to the forthcoming May 15.

G. No Certificate of Occupancy shall be issued until all construction recapture costs and all sewer and water connection fees required by Village ordinances have been paid.

8- 2-29:

Certificate of Occupancy – Other Than Single-Family Residential

The request for a "Certificate of Occupancy" for any portion of the building shall be made at least two (2) business days before

occupancy is requested. This will allow for time for a final inspection and to process all paperwork. Minimum requirements for occupancy shall be as follows: Minimum requirements for occupancy shall be those set forth in detail in the building regulations adopted by reference in Section 8- 701 of Article VII of this Ordinance and the following:

- A. The structure shall be substantially complete, the exterior enclosure shall be complete, and the structure shall comply with all general, special, and structural requirements of the code.
- B. All means of egress and all fire protection features shall be in place and continually maintained.
- C. Sanitary and water facilities shall be complete. Water facilities shall not be considered complete until both the water and remote meter are installed and connected.
- D. Heating system shall be complete in compliance with applicable codes.
- E. Electrical system shall be complete in compliance with applicable codes.
- F. No Certificate of Occupancy shall be issued until all construction recapture costs and all sewer and water connection fees required by Village ordinances have been paid.
- G. Further, no Certificate of Occupancy shall be issued until all landscaping required and indicated on the approved landscaping plans has been installed. However, if weather conditions do not permit the completion of required landscaping, the owner may request Village approval of a cash deposit to guarantee completion of landscaping as soon as weather permits. Such request shall be accompanied by an estimate of cost to complete all required landscaping. Upon Village approval of the request for a cash deposit and the cost estimate, cash deposit equal to 125 percent (125%) of the cost of all required landscaping shall be deposited with the Village in escrow. If a Certificate of Occupancy under these terms is issued between April 15 and October 15, the final grading, landscaping, and hard-surfacing shall be completed within 45 days. If a conditional Certificate of Occupancy under these terms is issued between October 16 and March 31 of each year, the final grading, landscaping, and hard-surfacing shall be completed prior to the forthcoming May 15.

- H. In addition, the owner shall be required to execute such agreements as may from time to time be required by the Village to delineate the conditional status of the Certificate of Occupancy, including, but not limited to, notice to be given to any subsequent purchasers.

8- 2-30: **Temporary Certificate of Occupancy – Other Than Single-Family Residential**

A temporary Certificate of Occupancy can be issued when a building owner, tenant, or agent wants to occupy the building for purposes of stocking, preparing the space for all occupants, training of new employees, or similar circumstances subject to the following terms:

- A. The building shall be substantially complete.
- B. All means of egress shall be completed and unobstructed.
- C. All fire protection, alarm, and detection systems shall be approved by the local Fire District and able to transmit an alarm.
- D. All hazards to occupants shall be removed.
- E. Full occupancy for all future occupants shall not take place until all code related items are in compliance.
- F. An inspection is completed by the building inspector with a list of outstanding items.
- G. The temporary occupancy fee is paid.
- H. The maximum length of a temporary occupancy is thirty (30) days.
- I. A request for a temporary occupancy shall be in writing. The person requesting the temporary occupancy shall provide a description of the type of work being performed, indicate the number of occupants, and state that the building or space will not be open to the general public.