

Certificate of Occupancy Requirements and Submittals

The following items are a general list of requirements to be addressed by the individual tenants, contractors of record and/or the developer. Please note not all items maybe applicable to an individual tenant and /or responsible party.

1. Submittal of warranties and/or agency's release:
 - a. Copy of the MWRD permit approval/release; storm water drainage and sewage systems.
 - b. Illinois Dept. of Public Health:
 - i. Permit approval/release
 - ii. Food Service Sanitation license; food service personnel
(One person licensed per shift)
2. Record of Drawings "As Built" w/CD format
 - a. Landscaping
 - b. Architectural
 - c. Structural
 - d. Mechanical
 - e. Electrical
 - f. Plumbing
 - g. Health
 - h. Copy of all third party inspection reports: Concrete, structural steel, EIFS, ansul/fire suppression systems
 - i. Copies of systems testing and documentation: Independent consultants, owners and/or manufacture's representation testing and startup of mechanical, electrical, water filtration systems.
 - j. Documentation regarding certifications of RPZ's
3. Zoning and Business license applications and approvals for all tenant/leased space.

The Village will require final inspections and approval for all tenant/leased space prior to being issued a Certificate of Occupancy. Depending upon the type of tenant, not all of the following categories maybe applicable to their particular use.

1. Building
2. Plumbing
3. Electrical

4. Mechanical
5. Fire Suppression
6. Fire Alarm
7. Life Safety
8. Health, excluding food processing and startup operations
9. Special Systems: Elevator
10. Sign

Should you have any questions regarding the above matter, please contact either Director of Public Works and Building Services Dave Peters or myself through the Village of Hillside's Building Services Department, (708) 202- 3434.

Respectfully,

Rodney Bradberry
Building Inspector/Fire Code Official