



**RESIDENTIAL
APPLICATION FOR
CERTIFICATE OF OCCUPANCY**

Date Inspection Requested: _____ (**two business days' notice**)

Permit #: _____

ADDRESS OF PROPERTY: _____ Lot# _____

HOMEOWNER(S) NAME TO APPEAR ON WATER BILLING:

Please Print: _____

Exceptions to property (excluding final grade):

and/or

_____ A Conditional Certificate of Occupancy is requested awaiting final grade approval by
The Village Engineer. (**Please complete form on reverse**)

These exceptions will be completed not later than _____, I
further certify that, to the best of my knowledge, the construction of this building complies with the
requirements of the current ordinances of the Village of Tinley Park, Illinois.

*The undersigned developer, contractor, or builder, hereby certifies that he has furnished to the
purchaser a written guarantee in compliance with the **Village of Tinley Park Building Code**,
paragraphs 211A & 211B.*

Signature

Date of Application: _____

**CONTRACT PURCHASER CONSENT TO TERMS OF GRADING AND LANDSCAPING
POLICIES FOR APPLICATION OF CERTIFICATE OF OCCUPANCY**

I, _____, am the Contract Purchaser of the premises located at
_____, in the Village of Tinley Park.

I understand that _____, the Builder of the residence has applied, or will apply to the Village of Tinley Park for a Certificate of Occupancy for said residence. Exception for final grade is permitted between December 1 thru May 1.

I understand that a Certificate of Occupancy shall indicate the owner=s responsibility for maintenance of finished grades and landscaping in accordance with subdivision regulations.

I understand that no landscaping may be done or building permits issued for construction of any exterior structures, (shed, deck/patio, fence, pool, etc.), until the final grade is approved by the Village Engineer.

I understand the "Final Grade" is defined as the soil including black earth or topsoil positioned on all sides of the lot in a manner which will provide reasonable freedom from erosion and pocketed surface water. This grading promotes positive drainage away from the foundation of the structure, toward drainage easements and drainage structures. Topsoil shall not be not less than four inches (4") deep and shall be suitable for planting lawns by seed or sod, **after proper preparation by the homeowner.**

I understand the proper preparation of the soil is defined as raking, tilling, smoothing, to prepare soil for seed and/or sod and landscaping.

I understand that all lots shall be required to sod the front and side yards, rear yards may be sodded, or seeded including hydro seeding. I also understand that no trees, bushes, rock gardens, decorative bricks, and berms may not be placed in public drainage easements.

I understand that in exchange for a Certificate of Occupancy with the final grade exception, the Builder has given the Village a certified/cashiers check to insure the completion of final grade, and has stated an intent to complete final grade within sixty (60) days. If the Certificate of Occupancy is dated between December 1 and May 1, the completion date would be within 150 days of issuance of Certificate of Occupancy.

If the final grade has not been completed by the Builder in the time specified above, I hereby grant the Village of Tinley Park, at its sole option, the right to enter onto the Premises to complete the uncompleted work, either itself or through an outside contractor.

I understand that the completion of the uncompleted work is the responsibility of the Builder and not the Village of Tinley Park, and I will look only to the Builder and not the Village for completion of the uncompleted work.

Signed: _____

Dated: _____

Signed: _____

Dated: _____

REQUEST FOR CONDITIONAL CERTIFICATE OF OCCUPANCY

We, _____ the General Contractor on the Premises at _____
("the Premises") make this request for a conditional Certificate of Occupancy, wholly of our own volition. Work
on the Premises is completed except for final grade. It is our intent to complete the final grade within sixty (60)
days if this request is made between December 1 and May 1:

DATE OF COMPLETION: _____.

As General Contractor, we voluntarily provide the Village of Tinley Park with a **\$500 cash deposit/or cashier's
check**, in exchange for the conditional Certificate of Occupancy. No other deposit will be accepted. This is in
accordance with the Village of Tinley Park Ordinance No. 2002-O-022, amending Article 3, Section 302 of the
Comprehensive Building Code. Because this is a voluntary payment, the provisions of 30 ILCS 550/3(a) does
not apply.

If our company has completed the final grade with the approval of the Village Engineer, by the date established
in paragraph one, the village will refund \$500 to our company.

If our company has not completed the final grade, with the approval of the Village Engineer, by the date
established in paragraph one, the Village may, at its sole option, complete the work itself or by hiring an outside
contractor, and may apply the deposit to the cost of said completion. If money remains after the cost of said
completion is paid, the Village will refund to our company.

We hereby give the Village, or its assignee, the right to enter onto the premises at the Village's sole option, to
complete the final grade, if we have not done so by the date indicated in paragraph one. In the event title to the
Premises is transferred, this right we give shall be binding on the successor title holder.

This document places no duty or obligation whatsoever on the Village to complete the final grade on the Premises,
nor does it create any joint venture or other relationship between the Village and our company, or create any
liability for the Village to complete the final grade within any specific time period or ever. Completion of the
final grade is our own responsibility.

We understand that we have no obligation to make any cash deposit to the Village. If we do not choose to give
the cash deposit, our company can finish the final grade on the Premises and receive a final Certificate of
Occupancy at that time.

Signed: _____ Date: _____
(Representative of Company)