

Chapter 2
CERTIFICATES OF OCCUPANCY

SECTION:

- 4-2-1 Procedure on Request, Issuance of Certificate
- 4-2-2 Certificate Issued in Violation
- 4-2-3 Notice of Improvement Required

4-2-1 PROCEDURE ON REQUEST, ISSUANCE OF CERTIFICATE

- A. The Building Officer of the Village shall not issue a certificate of occupancy without the owner of the premises first complying with the provisions of this Chapter.
- B. The owner of the property seeking the issuance of a certificate of occupancy shall request an unexecuted certificate of occupancy from the Building Officer of the Village and file said unexecuted certificate of occupancy with the Supervisor of Assessments of McHenry County.
- C. Upon filing of the unexecuted certificate of occupancy with the Supervisor of Assessments, the Supervisor of Assessments shall present the owner with a receipt therefor showing the filing date of the unexecuted certificate of occupancy and that the property is subject to an increase in assessment from the date of issuance of an executed certificate of occupancy on a proportionate basis for the year in which the improvement was completed.
- D. The owner of the property shall file the receipt from the Supervisor of Assessments with the Building Officer and the Building Officer shall issue a certificate of occupancy to the owner in accordance with the ordinances of the Village.
- E. Immediately upon the issuance of a certificate of occupancy, the Building Officer shall file a certified copy of said certificate of occupancy with the Supervisor of Assessments.

4-2-2 CERTIFICATE ISSUED IN VIOLATION

Any certificate of occupancy issued by the Building Officer in violation of this Chapter shall be null and void and shall be a violation of the ordinance of the Village.

4-2-3: NOTICE OF IMPROVEMENT REQUIRED

In the event new or added buildings, structures or other improvements are completed for which it is not necessary for the owner of the property to secure a certificate of occupancy from the Building Officer of the Village, the owner of such improved real estate shall notify the Supervisor of Assessments on a form prescribed by such official, of any such construction on or before the date of the initial occupancy or initial use of such improvement. (*Ord. 464, 3-4-74*)