

# RENTAL/SALE INSPECTION APPLICATION



Application for Inspection shall be made by the owner, lessee (if permission has been granted by the owner), or an authorized agent of either. The final inspection must be completed and approved before issuance of a Certificate of Occupancy/Compliance. A Certificate of Occupancy/Compliance must be obtained before use of the premises or structure is allowed. No inspection shall be conducted if fees, fines, liens, etc. are owed to the City in relation to, or associated with, this application. Signing this application states that the applicant has read and understands the statements and all the information the applicant declares is true and binding. **If a rental unit is occupied, the tenant must be present for the inspection along with the owner or agent. If the tenant is not present, permission in the form of a notarized letter signed by the tenant must be available to the inspector at the time of the inspection or the inspection will not be performed.** Completed applications may be submitted by email to [inspections@northchicago.org](mailto:inspections@northchicago.org) or in person at the Economic and Community Development Office.

**Cancelations must be made at least twenty-four (24) hours in advance of the scheduled inspection time to avoid penalty fees for missed or no-show inspection appointments per the City of North Chicago Code of Ordinances.**

ADDRESS OF PROPERTY REQUIRING INSPECTION: _____
OWNER OR AGENT NAME: _____
OWNER/AGENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____
PHONE: _____ MOBILE PHONE: _____

**Inspection Type Requested:**

Rental Inspection (Certificate of Compliance)  
Sale Inspection (Certificate of Occupancy)

**Is the Unit Owner Occupied:**

Yes  
No

**Type of Unit:**

Single Family Home  
Multi-Unit Residence (Number of Units): \_\_\_\_\_  
Non-Residential (Type of Use): \_\_\_\_\_

**Is the Unit Vacant:**

Yes  
No

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Office Use Only:**

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Building Official: \_\_\_\_\_ OC#: \_\_\_\_\_

Rental/Sale Fee: \_\_\_\_\_

Department of Economic and Community Development

1850 Lewis Avenue, North Chicago, Illinois 60064 | (847) 596-8650 | [inspections@northchicago.org](mailto:inspections@northchicago.org)