

**Village of Vernon Hills
Community Development Department
NOTICE OF UNDERSTANDING
Certificate of Occupancy Requirements – Residential Projects**

Project Name _____

Property Address _____

This Notice of Understanding is provided to avoid delays or monetary forfeitures that may result if the building is occupied prior to the issuance or expiration of a Final or Temporary Certificate of Occupancy. By signature below, the General Building Contractor and owner of subject property acknowledge they have been advised of the Village of Vernon Hills requirements and expectations for obtaining a Certificate of Occupancy.

Final Certificate of Occupancy

It is the Village's goal that the building and the exterior property improvements are 100% complete prior to issuance of a Final Certificate of Occupancy. 100% complete includes, but is not limited to:

- The completion and approval of all interior and exterior building and non-building code improvements.
- All finish flooring, cabinetry, electrical & plumbing fixtures, and trim, etc. shall be completely installed and finished in a workmanlike manner.
- Between May 15 and November 15, all exterior private and public sidewalks, driveways, parking areas, utility infrastructure, lawns, and landscaping shall be completely installed and approved.
- Between November 15 and May 15, everything must be completed except hard surface driveway, walk, grade and seed. A gravel base for driveway and walk must be installed and lot must be rough graded to provide positive drainage.
- All as-built surveys and drawings shall be submitted and approved.

Temporary Certificate of Occupancy

Section 21 of the Village of Vernon Hills Zoning Ordinance allows the Village to issue a Temporary Certificate of Occupancy when exceptional circumstances exist that prohibit the General Building Contractor or owner from completing the project due to inclement weather or other circumstances beyond their control. In the event, the Building Commissioner or their designee determines a Temporary Certificate of Occupancy should be granted, this Notice shall serve that the undersigned has been fully advised of the requirements for obtaining a Temporary Certificate of Occupancy and the forfeitures in the event the Temporary Certificate of Occupancy is allowed to expire.

Requirements for Obtaining a Temporary Certificate of Occupancy

- Submittal of a Temporary Certificate of Occupancy fee of \$100.
- Submittal of all approved inspection reports authorizing the issuance of a Temporary Certificate of Occupancy.

Forfeiture of Permit Completion Bond – Expiration of Temporary Certificate of Occupancy

- In the event the Temporary Certificate of Occupancy expires, the Village shall deduct \$500 from the *Permit Completion Bond* on the first day following the expiration date of the Temporary Certificate of Occupancy and an additional \$500 for each thirty (30) days thereafter from the original expiration date of the Temporary Certificate of Occupancy until such time a Final Certificate of Occupancy has been issued.
- If the *Permit Completion Bond* becomes depleted because of failure to obtain a Final Certificate of Occupancy, the Village shall record a Notice of Non-Compliance against the property with the Lake County Recorder of Deeds. The \$500 monthly assessment shall continue until such time all outstanding assessments are satisfied and a Final of Certificate of Occupancy has been issued.

Property Owner _____ Signature _____

Current Address _____

Phone _____ Date _____

General Building Contractor _____ Signature _____

Current Address _____

Phone _____ Date _____