



# City of Lockport Application for Occupancy

## SITE INFORMATION

**PROPERTY TYPE**

\_\_\_\_ Residential      OR      \_\_\_\_ Commercial

**OCCUPANCY TYPE**

\_\_\_\_ Temporary      OR      \_\_\_\_ Full

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

## REQUIREMENTS FOR OCCUPANCY CHECKLIST

Please indicate **YES OR NO** for each of the following & provide dates where required:

**Inspections:**

\_\_\_\_ Final Building, Date \_\_\_\_\_      \_\_\_\_ Final Plumbing, Date: \_\_\_\_\_

\_\_\_\_ Final Electric, Date: \_\_\_\_\_      \_\_\_\_ Final HVAC, Date: \_\_\_\_\_

\_\_\_\_ Water Department MXU Install & B-box Inspection (Include Copy)

\_\_\_\_ Final Fire Department Approval (Include Copy) – COMMERCIAL ONLY

\_\_\_\_ Final Health Department Approval (Include Copy) – IF APPLICABLE

**Exterior Improvements:**

\_\_\_\_ Final Grading      \_\_\_\_ Final Survey (must be submitted & approved **prior** to application)

\_\_\_\_ Landscaping      \_\_\_\_ Trees

\_\_\_\_ Public Walk      \_\_\_\_ Driveway, Concrete or Asphalt? \_\_\_\_\_

\_\_\_\_ Driveway Apron

**Other Documents Required for Submittal (Residential Only):**

\_\_\_\_ Impact Fee Receipts from Library, Park District, High School, Grade School & Fire Department

\_\_\_\_ Disclosure Statement

**\*\*Applying for an occupancy prior to completion of all required items will result in denial of application. We will not hold applications.**

Please initial next to each indicating compliance:

- \_\_\_\_\_ In no event shall a temporary occupancy be issued when weather conditions allow for completion of exterior improvements. (Typically **May 1<sup>st</sup> – November 15<sup>th</sup>**)
- \_\_\_\_\_ Occupying any space prior to receiving an Occupancy Certificate will result in a fine of \$150 per day.
- \_\_\_\_\_ Bonds taken will be cashed. Bond refunds will be issued once all conditions of the Temporary Occupancy have been met.
- \_\_\_\_\_ Returned checks due to insufficient funds will be required to be repaid in cash only, including a \$25 NSF fee.
- \_\_\_\_\_ Failure to complete any conditions of Occupancy will result in forfeiture of your bond.
- \_\_\_\_\_ Any fees due will be determined during processing of application, including bonds & reinspections.
- \_\_\_\_\_ Applications for occupancies will be reviewed within 3 – 5 working days of application date & time stamp.
- \_\_\_\_\_ All items must be completed PRIOR to submitting application. Incomplete applications will not be accepted.
- \_\_\_\_\_ All required copies have been attached to this application, including impact fee receipts, outside agency approvals, etc.

**I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the City of Lockport.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company/Builder Name: \_\_\_\_\_

Prospective Buyer(s) Name: \_\_\_\_\_

Anticipated Closing Date: \_\_\_\_\_

Any comments pertinent to this application may be placed here:

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