

Village of Glenwood  
One Asselborn Way  
Glenwood, Illinois 60425  
Building Department (708) 753-2416

Permit No: \_\_\_\_\_

**Commercial Rental Inspection Application**

Village Ordinance Section 22-89 Certificate of Occupancy:

(c) **Change of occupant.** No owner, agent, or person in charge of a non-owner occupied one- or two-family dwelling unit or multiple-family dwelling unit or structure shall allow any person to occupy such dwelling unit or structure as a tenant or lessee unless such unit or structure shall have been inspected at the time of a change in the persons occupying such dwelling unit or structure, unless such dwelling unit or structure is determined to be in compliance with all of the provisions of this chapter and all health and building laws and codes of the village as evidenced by a certificate of occupancy issued by the building inspector. A valid annual inspection certificate issued not more than six months prior to such change of occupant shall waive requirement of inspection at change of occupant

The first inspection and subsequent re-inspection is included in the initial cost. Any additional inspections or failure of the owner/agent/designee to appear for a scheduled inspection will require additional fees. In issuing a Certificate of Compliance, whether temporary or permanent, the Village of Glenwood does not make any warranty, representation or statement nor does it intend to insure or guarantee that there are no additional unnoted violations relative to any other provisions of any of the codified ordinances of the Village of Glenwood, the International Code Council 2003 Editions or any other of the rules or regulations of the State of Illinois, County of Cook. **It is the responsibility of the owner to check with the Building Department if any permits are needed to complete any necessary repairs.**

All inspections are good for a period of one hundred-eighty (180) days or upon change of tenant.

Commercial Building Type: \_\_\_\_\_ No of Units: \_\_\_\_\_

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Tenant's Signature (X) \_\_\_\_\_

*Make the check payable to the Village of Glenwood and return this application with your annual rental inspection fee.*

Owner/Agent (printed name) \_\_\_\_\_ Date \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner's Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

I am the owner/authorized agent of the above property and can legally authorize this inspection. I have received permission from any tenants/leases to enter their unit(s) for this inspection.

Signature of owner/agent \_\_\_\_\_

Inspection Fee: \$50.00 single unit

**OFFICE USE ONLY**

Inspector \_\_\_\_\_ Date \_\_\_\_\_

**RE-INSPECTIONS**

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Free

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Fee \$50.00

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Fee \$50.00

Certificate of Occupancy \_\_\_\_\_ Date \_\_\_\_\_