



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
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Residential Certificate of Occupancy Checklist

Today's Date _____ Closing Date _____ Permit # _____

Property Address _____

Subdivision Name _____ Lot Number _____

PIN (Parcel Identification Number) _____

Property Owner Name* _____

* (if property owner is different than on the building permit application, submit copy of proof of ownership)

Contractor Name _____

The following must be submitted a minimum of 7 days before expected closing date, but no later than at the time of final inspection scheduling:

- Completed Residential Certificate of Occupancy Checklist (this form)
- Final Grade Survey
- Blower Door Test
- Supporting documents (proof of ownership info if applicable)

Typically Certificates of Occupancy are ready within 1 business day of all inspections and final grading being approved, but can take longer during peak season.

Print Applicant Name

Applicant Signature

Temporary Occupancy Certificates:

Temporary occupancy for single family residences will only be considered due to weather related delays for exterior flatwork and/or grading between the months of November 1 and May 15. Builders are under no obligation to participate in this voluntary program. If they prefer, they may simply complete all work shown on the approved plan and receive a final certificate of occupancy. Please contact the Building Division for further information regarding required cash bond and eligibility for temporary occupancy.