

# Instructions for Inspection Request & Occupancy Permit Application

## Village of Heyworth

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1. An “Inspection Request & Occupancy Permit Application” shall be completed for any construction project, improvement or structure for use for habitation, or for private or public use by individuals or the members of the public.
2. The Village of Heyworth will perform final inspections and when the project, improvement or structure is determined to be in compliance with all of the requirements of the Village, the Fire District and other relevant permitting authorities the Village shall issue a Certificate of Occupancy. The Zoning and Code Compliance Officer, or in the event that office is vacant the Zoning Administrator, or other official as duly appointed by the Village of Heyworth shall administer the review of “Inspection Request & Occupancy Permit Application. Compliance shall be determined for the water system, sewer system, relevant zoning and building codes as well as compliance with the Fire District requirements and other relevant permitting authorities.
3. In lieu of a Certificate of Occupancy, the following permits may be applied for:
  - A) Individual Occupancy Permit: An Individual Occupancy Permit may be issued to a mult-tenant commercial building or multi-family residential building on a unit by unit basis if the structure as a whole is not sufficiently completed to be eligible for a Certificate of Occupancy.
    - a. Residents, tenants and public and/or private users of such units for which permits may be issued shall not be endangered by construction in progress or future construction and the building areas to be occupied are deemed safe and secure.
    - b. The period of time for which the Individual Occupancy Permit is valid shall be not less than 3 months and not more than 12 months. Individual Occupancy Permits shall be renewable annually by application, for as long as the remaining units or tenant spaces are not completed or occupied.
  - B) Temporary Occupancy Permit: A Temporary Occupancy Permit may be issued when adverse weather conditions do not permit for compliance with all of the requirements of a Certificate of Occupancy. For the purpose of a Temporary Occupancy Permit, “substantially completed” shall apply to those projects, improvements or structures that satisfy all of the requirements for health, life safety and code compliance but may have incomplete aesthetical detailing (exterior trim or paint) and/or non-essential functions (e.g. gutters and downspouts, ground cover, landscaping).

- a. While all driveway and walkway surfaces are not required to be complete, a hard-surface approach and doorway access for ingress and egress are required. The final determination of whether a project, improvement or structure satisfies the requirements of “substantial completion” shall be made by the Zoning and Building Code Officer, or in the event that office is vacant, by the Zoning Administrator, or other official as duly appointed by the Village of Heyworth.
  - b. If Temporary Occupancy Permit is applied for, the applicant shall include a statement describing the remaining items of work to be completed, denoting the reasons for which the Temporary Occupancy Permit is requested and certifying that the work can and will be completed with the duration of the Temporary Occupancy Permit.
  - c. The period of time for which the Temporary Occupancy Permit is valid shall be not less than 3 months and not more than 6 months. Temporary Occupancy Permits may be renewable by application upon expiration.
4. A permit fee in the amount of \$50.00 shall be due at the time the permit application is submitted. Renewals of Individual Occupancy Permits and Temporary Occupancy Permits shall also be assessed a \$50.00 fee and be subject to review to ensure continued compliance with the terms of these types of occupancy permit.
5. For the purposes of occupancy, an “appropriate road surface” shall consist of a minimum of 8” of aggregate base, or as otherwise approved by the Village Engineer. However, the preferred road surface shall be as described in Section 12-5-5(G) of the Subdivision Regulations. The appropriate road surface shall apply to the section of public roadway previously accepted by the Village for public dedication. It shall also apply to the first 100 feet of roadway into the property or to the point where the roadway terminates at the principal structure or garage on the property, whichever occurs first.
6. Review of the Inspection Request & Occupancy Permit Application shall be completed within 14 calendar days of its receipt.
7. It is the responsibility of the Owner/Applicant to satisfy any additional permitting requirements of the Village, the Fire District, and of any other relevant permitting authorities and to pay all costs associated with obtaining the necessary approvals to construct the proposed improvements.