

Village of Glen Ellyn

Temporary Occupancy Policy

Ordinance No. 4722-VC

1. **For single family attached residential buildings (greater than one and two family dwellings):** Each unit should have a separate certificate. If the temporary occupancy certificate expires, an additional \$450.00 fee will be required for a new temporary occupancy certificate. No more than two temporary occupancy certificates will be issued for anyone project or permit.
2. **For multiple residential tenant buildings (greater than one and two family dwellings):** Only one temporary occupancy certificate should be issued for each building or permit. The temporary occupancy certificate may be amended as additional space within the building is approved. If the temporary occupancy certificate expires, an additional \$450.00 fee will be required for a new temporary occupancy certificate. No more than two temporary occupancy certificates will be issued for anyone project or permit
3. **For multiple commercial tenant buildings (i.e. office buildings, retail centers):** A temporary occupancy certificate in the amount of \$450.00 will be required for each business or space to be occupied.
4. **When only grading is an issue:** A temporary occupancy certificate will be required for all incomplete projects regardless of work to be completed. However, no fee will be collected where only grading work is required to be completed; however, the site should be free of debris and all erosion and sediment control devices must be in operation. If the erosion and sediment control devices are not in place, a temporary occupancy certificate will not be issued. Ground cover must be established before a Final Certificate of Occupancy will be issued. If grading is not complete when the temporary occupancy certificate expires, and the owner requests a second temporary, the \$450.00 fee will be required.
5. **Who can request a Temporary occupancy certificate?:** Only the owner(s) of the space will be allowed to request a temporary occupancy certificate. If a developer is the owner of the property and is in the process of selling the property, then the developer (current owner) and the purchaser (new owner) must sign the certificate. If ownership changes hands, then a new temporary occupancy certificate will be required for the new owner. The new temporary occupancy certificate will be prorated to reflect the elapsed time of the original owner's temporary occupancy certificate.