

Date _____

Receipt _____

REQUEST FOR CERTIFICATE OF COMPLIANCE INSPECTION
VILLAGE OF MELROSE PARK

_____ ADDRESS OF PROPERTY

<u>OWNER OF PROPERTY</u>			
Name _____	Telephone Number _____		
Address _____	Town _____	State _____	Zip _____

<u>NAME OF REALTOR</u>			
Name _____	Telephone Number _____		
Address _____	Town _____	State _____	Zip _____

**REQUEST FOR CERTIFICATE OF COMPLIANCE INSPECTION MUST BE SUBMITTED TO THE PUBLIC WORKS DEPARTMENT AT LEAST TEN (10) WORKING DAYS PRIOR TO CLOSING.
PER ORDINANCE #687/#870/#899**

PLEASE COMPLETE THIS FORM, PAY FEE & SCHEDULE AN APPOINTMENT FOR AN INSPECTION

FINAL PAID WATER BILL MUST BE PAID BEFORE A CERTIFICATE OF COMPLIANCE AND A COMPLIANCE TRANSFER STAMP WILL BE ISSUED.

(ALL OTHER LIENS OR ASSESSMENTS AGAINST PROPERTY MUST BE PAID IN FULL)

PLEASE PICK UP CERTIFICATE OF COMPLIANCE APPROXIMATELY TWO DAYS AFTER INSPECTION.

INSPECTION FEE SCHEDULE

RESIDENTIAL BUILDINGS:

- One Family Dwelling Unit: \$ 150.00
- Two Family Dwelling Unit: \$ 250.00
- Three Family Dwelling Unit \$ 300.00
- Buildings which contain more than three (3) dwelling Unit: \$ 300.00 (plus)
\$ 75.00 for each additional Dwelling unit

INDUSTRIAL & LIGHT MANUFACTURING BUILDINGS:

- Less than 30,000 square feet (sq.ft.) of area to be inspected \$ 400.00
- 30,000 to 100,000 sq.ft. of area to be inspected \$ 550.00
- 100,001 to 200,000 sq.ft. of area to be inspected \$ 800.00
- Industrial and light manufacturing buildings in excess of 200,000 sq.ft.
- For each 100,000 sq.ft. of area to be inspected Add \$ 200.00

COMMERCIAL/OTHER BUILDINGS: Single Tenant

- less than 3,000 sq.ft. of area to be inspected \$300.00
- 3001 to 10,000 sq.ft. of area to be inspected \$400.00
- 10,001 to 25,000 sq.ft. of area to be inspected \$600.00
- 25,001 to 100,000 sq.ft.of area to be inspected \$900.00
- Commercial/Other Buildings in excess of 100,000 sq.ft.
- For each 50,000 sq.ft. of area to be inspected Add \$ 100.00

COMMERCIAL/other buildings Multiple tenants or rental spaces \$200.00 per rental space

VACANT LAND: \$150.00

CONDITIONAL CERTIFICATE OF COMPLIANCE AS IS SALE: ADDITIONAL \$100.00

Certificate of Compliance is valid for four (4) months