

Date \_\_\_\_\_

Receipt \_\_\_\_\_

**REQUEST FOR CERTIFICATE OF COMPLIANCE INSPECTION**  
**VILLAGE OF MELROSE PARK**

\_\_\_\_\_

**ADDRESS OF PROPERTY**

**MUST PROVIDE A PLAT OF SURVEY**

**OWNER OF PROPERTY**

\_\_\_\_\_

Name Telephone Number

\_\_\_\_\_

Address Town State Zip

**NAME OF REALTOR**

\_\_\_\_\_

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  
(Ordinance #687 Section 112.12-6)

**Certificate of Compliance is valid for four (4) months**

