

Date: \_\_\_\_\_

Receipt: \_\_\_\_\_

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

<hr/> <b>ADDRESS OF PROPERTY</b> <hr/>			
<hr/> <b>OWNER OF PROPERTY</b> <hr/>			
Name:		Telephone Number	
Address	Town	State	Zip
<hr/> <b>NAME OF REALTOR</b> <hr/>			
Name:		Telephone Number	
Address	Town	State	Zip

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

***PLEASE COMPLETE THIS FORM, PAY FEE AND SCHEDULE AN APPOINTMENT FOR AN INSPECTION  
FINAL 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 (2) DAYS AFTER INSPECTION.***

**INSPECTION FEE SCHEDULE**

<b>RESIDENTIAL BUILDINGS:</b>	<ul style="list-style-type: none"> <li>- One Family Dwelling Unit: \$150.00</li> <li>- Two Family Dwelling Unit: \$250.00</li> <li>- Three Family Dwelling Unit: \$300.00</li> <li>- Buildings that contain for than three (3) Dwelling Units: \$ 75.00 (each additional dwelling unit)</li> </ul>
<b>INDUSTRIAL &amp; LIGHT MANUFACTURING BUILDINGS:</b>	<ul style="list-style-type: none"> <li>- Less than 30,000 sq. ft. of area to be inspected: \$400.00</li> <li>- 30,000 to 100,000 sq. ft. of area to be inspected: \$550.00</li> <li>- 100,001 to 200,000 sq. ft. of area to be inspected: \$800.00</li> <li>- Industrial &amp; light manufacturing buildings in excess of 200,000 sq. ft.:</li> <li>- For each 100,000 sq. ft. of area to be inspected: \$200.00 (additional)</li> </ul>
<b>COMMERCIAL/OTHER BUILDINGS: (SINGLE TENANT)</b>	<ul style="list-style-type: none"> <li>- Less than 3,000 sq. ft. of area to be inspected: \$300.00</li> <li>- 3,001 to 10,000 sq. ft. of area to be inspected: \$400.00</li> <li>- 10,001 to 25,000 sq. ft. of area to be inspected: \$600.00</li> <li>- 25,001 to 100,000 sq. ft. of area to be inspected: \$900.00</li> <li>- Commercial/Other Buildings in excess of 100,000 sq. ft.</li> <li>- For each 50,000 sq. ft. of area to be inspected: \$100.00 (additional)</li> </ul>
<b>COMMERCIAL/ OTHER BUILDINGS:</b>	<ul style="list-style-type: none"> <li>- Multiple tenants or rental spaces: \$200.00 (per rental space)</li> </ul>
<b>VACANT LAND:</b>	\$150.00
<b>CONDITIONAL CERTIFICATE OF COMPLIANCE AS-IS SALE:</b>	\$100.00 (additional)

**CERTIFICATE OF COMPLIANCE IS VALID FOR ONE (1) YEAR**