


<b>POLICY ID:</b> <i>BUI-001</i>	<b>TITLE:</b> <i>Occupancy Escrow Refund Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE:</b> <i>Immediate</i>		<i>Village Clerk    February 24, 2015</i>
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> <b>ALL OCCUPANCY ESCROWS</b>		

**Purpose** – The Village of Kronenwetter requires that a Certificate of Occupancy be obtained from the Building Inspector prior to use or occupancy of a new building or addition, and prior to changing the use of a building. This requirement only applies to principal buildings that are residential, commercial, and industrial in nature.

At the time a permit is issued for a principal building, the Village will collect an occupancy escrow fee as set forth in the Village of Kronenwetter fee schedule. However, not all Certificate of Occupancies require an escrow fee. The Village requires occupancy escrow only in cases of new construction, and additions of over 500 square feet of finished area.

Once the final inspection is approved and a Certificate of Occupancy is issued, the escrow amount is refundable, minus any deductions for inspection charges or violations. The purpose of this policy is to establish a procedure for issuing the occupancy escrow refund.

**Procedure** – The procedure for issuing the occupancy escrow refund shall be as follows:

1. Upon receiving a request for final inspection, the Building Inspector will perform an inspection to determine whether the use of the property and the building conforms to the plans and specifications upon which the building or zoning permit was based.
2. The Building Inspector/ Zoning Administrator will issue one of the following to the applicant:
  - a. A Certificate of Occupancy and Occupancy Escrow Refund
  - b. A written notice stating the reasons why a certificate cannot be issued.
  - c. A Temporary Certificate of Occupancy stating the nature of the incomplete work and the time period (not to exceed 6 months) within which the work must be completed.
3. The Building Inspector/ Zoning Administrator will calculate the occupancy escrow refund using the following method:
  - a. In the case of residential buildings:
    - i. The Building Inspector will deduct \$250 from the required occupancy escrow amount for the initial final inspection, and \$250 for each additional final inspection after that.
    - ii. The occupancy escrow will be forfeited if the Certificate of Occupancy is not issued before permit expiration, or if the building is occupied or used for any unapproved purpose without having an Occupancy Certificate issued.
  - b. In the case of commercial and industrial buildings:
    - i. The Building Inspector/ Zoning Administrator will deduct \$250 from the required occupancy escrow amount for each additional final inspection, after the initial final inspection.
    - ii. The Building Inspector/ Zoning Administrator will deduct \$500 from the required occupancy escrow amount if the Certificate of Occupancy is not issued before permit expiration, or if the building is occupied or used for any unapproved purpose without having an Occupancy Certificate issued.