

VILLAGE OF TINLEY PARK
APARTMENT CHANGE OF OWNER
INSPECTION PERMIT INFORMATION

APPLICATION FORM

Before a sale is completed, the Village of Tinley Park requires a Change of Owner permit application be completed by the new owner and returned to the Building/Planning Department for review the application fee is \$30. If you have questions regarding completing this application, please contact the Building Department at (708)444-5100.

INSPECTION INFORMATION

Usually within two (2) business days after receiving the completed Change of Owner Permit application, the Building Department will call to set up an inspection date with the inspection following within a few days. The inspection is regarding the **common areas only**, and will be conducted by the Building, Plumbing, Electrical, Public Works, Planning and Fire Prevention Bureau inspectors. It is recommended that buyer and current property owner/management company, are present for the inspection. The inspectors will arrive between 8:00 a.m. and 12:00 p.m. on the agreed upon date and must have access to all common areas and any utility rooms. These inspections will provide the potential lessee/buyer a list of any code violations or repairs necessary to bring the property up to code. This information is usually important in the negotiations of a contract or lease.

RESPONSE LETTER

Once this inspection is complete, a letter containing all corrections and/or code violations found, will be sent to the potential buyer and current property owner. Some corrections may require a building permit.

Once all code violations have been completed, please contact the Building Department for re-inspection of the property.

CERTIFICATE OF OCCUPANCY

Once all corrections are completed, re-inspected and approved, a Certificate of Occupancy will be issued.

Please remember that once the property has changed ownership, any future renovations, remodels, or code corrections may also require permits. Please contact the Building Department at (708) 444-5100 for information.

CRIME FREE HOUSING REGISTRATION

After closing on the property, the new owner must contact the Crime Free Housing Officer at 708-444-5342 regarding registration, classes and licensing.



VILLAGE OF TINLEY PARK
 CHANGE OF OWNER
 APARTMENT BUILDING
 PERMIT APPLICATION
 16250 Oak Park Avenue
 Tinley Park, IL 60477
 (708)444-5100
 (708)444-5199 Fax

Property Address: _____

Name of New Owner _____

New Owner Address: _____

City/State/Zip: _____

Phone Numbers: Home: (____) _____ Business: (____) _____

Cell: (____) _____ Fax: (____) _____

E-Mail: _____

Current Property Owner/Management Company Name _____

Address _____

City/State/Zip: _____

Phone: _____

Cell #: _____

E-Mail: _____

INFORMATION REGARDING PROPERTY:

Square footage of entire building _____

Number of units in building _____

Number of floors in building _____

Number of Garage units:

Attached _____

Detached _____

Are any interior modifications to be made to building? (yes or no) _____

Are any exterior modifications to be made to building? (yes or no) _____

Are any landscaping modifications to be made? (yes or no) _____

Are any parking lot modifications to be made? (yes or no) _____

NEW OWNER
EMERGENCY CONTACT INFORMATION FOR
POLICE AND FIRE DEPARTMENTS

Must be a key holder in closest proximity to business, available 24 hours

Name: _____

Home Phone (_____) _____

Business Phone (_____) _____

Cell Phone (_____) _____

Name: _____

Home Phone (_____) _____

Business Phone (_____) _____

Cell Phone (_____) _____

Required Key Holder Information for future Fire Department Semi-Annual Routine Inspection

Name: _____

Home Phone (_____) _____

Business Phone (_____) _____

Cell Phone (_____) _____

New Owner Signature: _____ Dated: _____

This form is not a Certificate of Occupancy allowing you to occupy this space. This application is for informational purposes only.

DATE INSPECTION SCHEDULED _____ PERMIT # _____