

**Village of Valmeyer**  
**260 Knobloch Blvd.**  
**Valmeyer, IL 62295**

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## What is a Certificate of Occupancy/Occupancy Permit (CO)/(OP)?

- **Purpose:**

A CO/OP confirms that a building or part of a building meets all applicable building codes, safety standards, and zoning regulations, allowing it to be legally occupied.

- **When Required:**

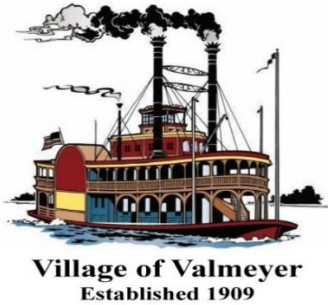
- **New Construction:** After construction of a new building. (This is automatically issued by the Village after the Final Inspection is passed).
- **Alterations/Additions:** After substantial alterations or additions to an existing building.
- **Change of Use:** When a building changes its intended use (e.g., from a store to an apartment building).
- **Multiple-Family Dwellings:** For each apartment unit or floor.
- **Single-Family Dwellings:** For each sale of a home.
- **Nonresidential Buildings:** For each unit or suite.

- **Process:**

- **Inspections:** The building undergoes inspections to ensure compliance with building codes.
- **Documentation:** Final construction blueprints and other required documentation must be submitted.
- **Issuance:** The CO/OP is issued after successful completion of all inspections and compliance with regulations.

- **Temporary Occupancy:**

In some cases, temporary occupancy permits may be issued for specific phases of a project, but inspections and certifications are still required.



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### Key Requirements and Considerations:

- **Building Codes:**

Occupancy permits ensure compliance with Illinois building codes, fire safety regulations, and zoning ordinances.

- **Safety/Structure:**

The CO/OP process helps ensure the safety and well-being of building occupants.

- **Utility Restoration:**

In some cases, a permit may be required to restore utility services to a building.

- **Fees:**

There are two (2) inspections required for a CO/OP – Electrical & Structural. They require a fee of \$75.00 EACH. If either or both fail, there will be an additional \$75.00 per re-inspection. These Fees must be paid prior to the next inspection, and Occupancy is prohibited until both Electrical and Structural Pass.

- **Revocation:**

A permit can be revoked if there are false statements in the application or if the building is found to be unsafe.

- **Transfer of Ownership:**

**A new occupancy permit is required upon a change of ownership or occupancy. This includes home sales and rental property.**

- **Partial Certificates:**

In some situations, partial certificates of occupancy may be issued for specific parts of a building at the discretion of the Village of Valmeyer.

- **Enforcement:**

***The Village of Valmeyer enforces occupancy permit requirements, and non-compliance can lead to fines or legal action.***