

Overview of the Certificate of Occupancy Process

A CERTIFICATE OF OCCUPANCY is required for all facilities that are occupied by the school district. It is the responsibility of the Local School Board to ensure that no “facility” is occupied before the regional superintendent has issued a CERTIFICATE OF OCCUPANCY. “Facility” is defined as land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to this Part. This includes vehicular facilities, playgrounds, parking lots, stadiums, etc.

An APPLICATION FOR OCCUPANCY must be submitted:

- 1) When a school board wishes to occupy any facility.
- 2) When work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected* an existing CERTIFICATE OF OCCUPANCY is complete. INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

*When work covered by a BUILDING PERMIT for an existing facility that has not affected an existing CERTIFICATE OF OCCUPANCY is complete, INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work. Completion for work (not affecting the existing Certificate of Occupancy) is certified by the district and the design professional upon submittal of the STATEMENT OF COMPLETION to the Regional Superintendent.

- 3) When a school board wishes to occupy a facility on a temporary basis that does not comply fully with all the requirements of Part 180. Application must include TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist).

In response to an APPLICATION FOR OCCUPANCY and depending upon the type of Certificate applied for, the Regional Superintendent issues the following types of certificates when satisfied that all requirements have been met.

- GENERAL CERTIFICATE OF OCCUPANCY is issued **1)** when a school board wishes to occupy a facility **2)** when work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected an existing CERTIFICATE OF OCCUPANCY is complete.
- CERTIFICATE OF PARTIAL OCCUPANCY is issued when work covered by a BUILDING PERMIT is not entirely complete, provided the regional superintendent’s inspection indicates that the areas requested to be occupied can be occupied safely prior to full completion.
- CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY is issued for a vehicular facility, provided that the facility is licensed and/or titled as required by applicable provisions of the Motor Vehicle Code and rules promulgated by the Secretary of State or the Department of Transportation; and the Regional Superintendent has inspected the vehicular facility and found that it does not pose a serious threat to the life or safety or its occupants.
- CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY is issued for one year only **3)** when a school board wishes to occupy a facility that does not comply fully with all the requirements, provided that all the requirements on the application and TEMPORARY FACILITY REPORT are acceptable to the Regional Superintendent.

Steps and Forms for the Certificate of Occupancy Process

Step #1: During and/or upon completion of construction or like activity, the Regional Superintendent (or designee) ensures that called inspections are conducted as required by the 2015 International Building Codes (including appendix K – International Electrical Code), the 2015 International Energy Conservation Code, the 2015 International Fire Code, the 2015 International Mechanical Code and the 2015 International Fuel Gas Code.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

CALLED INSPECTION RECORDS – forms used during a called inspection to capture information regarding compliance and noncompliance with approved plans and specifications and relevant codes that is prepared and signed off and maintained by the design professional or a qualified inspector.

Step #2: When a school board wishes to occupy a facility, or continue to occupy a facility after work has been completed, the following must be submitted to the Regional Superintendent.:

36-15: APPLICATION FOR OCCUPANCY (Page I-11) and attachments when applicable:

36-36: INSPECTION STATEMENTS (Page I-12) – three statements submitted by the design professional to confirm that any required inspections have been conducted in accordance with the Illinois Plumbing Code, the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Elevator Safety Act, as applicable to the project.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

36-26: TEMPORARY FACILITY REPORT (Page I-17) - (includes Temporary Facility Elimination Plan and Temporary Facility checklist) - must be completed/submitted initially and annually to the Regional Superintendent.

Step #3: When an APPLICATION FOR OCCUPANCY is received by the Regional Superintendent or designee, he or she reviews the application, if applicable the INSPECTION STATEMENTS, THE CONFIRMATION OF CALLED INSPECTION RECORDS and CALLED INSPECTION RECORDS, if applicable the TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist), the safety reference plans and then conducts a final inspection. When satisfied that all requirements are met, the Regional Superintendent (or designee) signs the APPLICATION FOR OCCUPANCY and issues one of the following certificates depending on the type of application being submitted:

36-16: GENERAL CERTIFICATE OF OCCUPANCY (Page I-14)

36-17: CERTIFICATE OF PARTIAL OCCUPANCY (Page I-15)

36-28: CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY (Page I-16)

36-30: CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY (Page I-20)

APPLICATION FOR OCCUPANCY

DISTRICT NAME AND NUMBER	<input type="checkbox"/> GENERAL CERTIFICATE OF OCCUPANCY <input type="checkbox"/> CERTIFICATE OF PARTIAL OCCUPANCY <input type="checkbox"/> CERTIFICATE FOR A VEHICULAR FACILITY <input type="checkbox"/> CERTIFICATE OF TEMPORARY OCCUPANCY
FACILITY NAME	
FACILITY LOCATION	
<input type="checkbox"/> Property is owned by the district. <input type="checkbox"/> Property is not owned by district (Attach Owner Authorization)	<input type="checkbox"/> New Use - Bldg Permit # <input type="checkbox"/> New Construction - Project # Bldg Permit # <input type="checkbox"/> Addition - Project # Bldg Permit # <input type="checkbox"/> Renovation/Repair - Project # Bldg Permit #

III. ARCHITECT/ENGINEER'S CERTIFICATION

To the best of my knowledge and belief (check and complete applicable statement):

- 1. Based upon my survey of the above named facility on ___/___/___ I find and hereby certify that the facility is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

- 2. I find that the facility fails to comply fully with the requirements of Part 180. However, based upon my survey of the above named facility on ___/___/___ and the attached TEMPORARY FACILITY REPORT (includes the Temporary Facility Elimination Plan and the Temporary Facility Checklist), I hereby certify that such noncompliance does not jeopardize the general health and safety of the student and others who occupy the facility.

- 3. Based upon my survey of the work within the above named facility on ___/___/___ I find and hereby certify that the work is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

This statement, as selected above, is valid as of the day of the survey indicated. Changes to the facility or conditions affecting it after that date may render this statement invalid.

Date	Architect/Engineer Name	Firm Name	(Seal & Signature)
	License Number	Phone Number	Expiration Date

SCHOOL DISTRICT CERTIFICATION

We hereby certify that this application accurately describes the status of the work and the occupancy we are seeking in order to occupy the above named facility for the primary purpose of: _____

Date	President of the Board of Education	Date	District Superintendent
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FOR REGIONAL SUPERINTENDENT'S USE

INSPECTION RECORDS: Date Reviewed: ___/___/___

INSPECTION STATEMENT: Date Received: ___/___/___

CONFIRMATION OF CALLED INSPECTION RECORDS: Date Received: ___/___/___

An inspection was made or caused to be made upon the completion of the work and before issuance of a CERTIFICATE OF OCCUPANCY for the above named facility on ___/___/___ Any violations of the approved construction documents and building permits were noted, and the holder of the permit was notified of the discrepancies. No certificate of occupancy was issued until the discrepancies were remedied.

Date

Regional Superintendent

INSPECTION STATEMENTS

Illinois Elevator Safety Inspection Statement **2015 OSFM Illinois Elevator Safety Rules (71 Ill. Adm. Code 400) Effective February 19, 2015**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2015 OSFM Illinois Elevator Safety Rules, Ill. Adm. Code 1000, February 19, 2015.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IBPVS Inspection Statement **2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective January 1, 2013**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Adm. Code 120), Effective January 1, 2013.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IPC Inspection Statement **2014 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 24, 2014**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2014 Illinois Plumbing Code (77 Admin. Code 890) effective April 24, 2014.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

(8/16) Form 36-36 (for use in confirming inspections have been conducted for other Illinois Agency codes)

CONFIRMATION OF CALLED INSPECTION RECORDS

2015 International Building Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Footing			
2.	Foundation			
3.	Concrete Slab / Under-floor			
4.	Lowest Floor Elevation			
5.	Framing			
6.	Lathe and Gypsum Board			
7.	Fire Resistant Penetrations			
8.	Energy Efficiency			
9.	Special Inspection			
10.	Final IBC			

2015 International Electrical Code (Appendix K) Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground			
3.	Rough-in			
4.	Final IEC			

2015 International Energy Conservation Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Foundation (thermal envelope)			
2.	Framing (thermal envelope)			
3.	Insulation (thermal envelope)			
4.	Rough-in "Okay to Cover" (mechanical, service water heating, electrical, lighting)			
5.	Final (mechanical, service water heating, electrical, lighting)			
6.	Final IECC			

2015 International Fire Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Final IFC			

2015 International Mechanical and Fuel Gas Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground Piping			
3.	Rough-in			
4.	Final IMC & IFGC			

_____ COUNTY
REGIONAL OFFICE OF EDUCATION

_____, ILLINOIS _____
() _____
Telephone

CERTIFICATE OF OCCUPANCY

Name and Number of School District

Name of Facility

Address of Facility

The above named facility has been inspected by this office pursuant to the provisions of Sections 3-14.21 and 2-3.12 of the School Code and has been determined to comply with the requirements of the Health/Life Safety Code for Public Schools (23 IL Adm Code 180). Occupancy of the said facility is hereby approved.

Issued this _____ day of _____

Approved _____
Regional Superintendent

BUILDING PERMIT COMPLETION STATEMENT FOR WORK NOT AFFECTING THE EXISTING CERTIFICATE OF OCCUPANCY

The Board of Education for _____, in
District Name and Number

_____ County, hereby proclaims the work outlined in Building Permit # _____ for the
_____ facility at _____, Illinois, as required under,
Address of School

Section 2-3.12 of the School Code of Illinois, approved by the Regional Superintendent on _____, has now been completed.

WHEREAS, The Board of Education of School District No. _____, in _____ County, has caused to be effectuated such work described in the application for building permit ;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____ in _____ County, Illinois and _____, the responsible architect or engineer, state that the work describe in the application for building permit is now completed in compliance with 23 IL ADM Code, Part 180.

Date *Signature of President of the School Board*

(Seal)

Date *Signature of District Superintendent*

Date *Signature of Architect/Engineer*

The applicable inspection records for this project of District # _____ have been reviewed. These records and the inspection statements of the district Architect and/or Engineer provide assurance that all requirements of 23 IL ADM Code 180 have been met, regarding work at the _____.
(Building Name)

Date

Signature of Regional Superintendent

County