



Citizens Guide to Certificates of Occupancy

What is a Certificate of Occupancy?

A certificate of occupancy is a document which confirms that a building has been inspected by the Building Inspector and reviewed by the Zoning Administrator, and is in full compliance with applicable building and zoning codes.

When is a Certificate of Occupancy Needed?

The Village of Kronenwetter requires that a Certificate of Occupancy be obtained prior to use or occupancy of any:

1. New principal building
2. Addition to a previously existing principal building
3. Change in use of a previously existing principal building

By definition, a principal building is the structure in which the primary use of the property is conducted. This generally applies to buildings that are residential, commercial, and industrial in nature.

Application for Certificate of Occupancy

An application for a building permit is an application for an occupancy certificate. For a change in use where a building permit is not required, a zoning permit application is considered as the official application.

Fee for Certificate of Occupancy

Some Certificates of Occupancy require the applicant to provide an escrow fee as part of the building permit. An occupancy escrow is required in cases of new construction and additions that involve over 500 square feet of finished area. At the time the building permit is issued for this type of work, the Village will collect the required occupancy escrow amount, as set forth in the Village of Kronenwetter fee schedule:

Occupancy Escrow

Type of Building	Occupancy Escrow Amount
One- and Two-family Residential	\$1,000
Multi-family Residential	\$2,000
Commercial & Industrial	\$2,000 or 2% of the project cost if greater, not to exceed \$10,000

Inspection & Issuance of Certificate of Occupancy

The Building Inspector will inspect the property 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. The Building Inspector will issue an occupancy certificate, or give written notice to the applicant stating the reasons why a certificate cannot be issued. The Building Inspector may also issue a temporary certificate of occupancy for a part of a building or site. The temporary certificate of occupancy shall state the nature of the incomplete work and the time period (not to exceed six months) within which the work must be completed.

Upon issuance of the Certificate of Occupancy, the occupancy escrow deposit required at the time of application will be refunded minus any deductions, as defined below:

Occupancy Escrow Deductions

Type of Building	Initial final inspection	Each additional final inspection (including temporary occupancy certificate)	Penalty for violation *
Residential	\$250	\$250	Forfeiture of escrow
Commercial & Industrial	\$0	\$250	\$500

*A violation includes expiration of the building permit, or occupying or using a building before obtaining the Certificate of Occupancy or Temporary Certificate of Occupancy.