



9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790 – [inspections@vofp.com](mailto:inspections@vofp.com)

## PRE SALE INSPECTION APPLICATION INFORMATION & REQUIREMENTS

(For Single Unit, Multi-Unit, Industrial and Commercial Properties)

Franklin Park's Zoning Ordinance requires the submittal of a Pre-Sale Inspection Application, prior to the posting of a "for sale" or "for lease" sign on the property.

- Prior to sale, all buildings in Franklin Park must be brought up to current building (IBC 2015) and electrical codes (2014 NEC). You must have a licensed and bonded electrical contractor acquire a permit and certify all electrical work if need be.
- The Zoning Ordinance requires filing of a Pre Sale Inspection Application prior to marketing any residential, multi-unit, commercial, or industrial properties. Occupancy inspections for these properties must be requested separately.
- Within fifteen (15) days, all inspections will be completed and you will be notified in writing as to the status of compliance of your property or any existing code violations.
- Your original deed for closing or other transfer document must be accompanied by an original, updated plat of survey that is no older than six (6) months from the date of its preparation. **These documents must be submitted to our offices for review no later than three (3) days before the closing.**
- Upon compliance with the requirements, a stamp will be affixed to the deed and made available for pickup.
- The Village will issue a final or zero-balance water bill for properties on which the seller or the seller's agent has filed an approved Pre Sale Inspection Application and complied with the provisions as outlined. Final water readings are required to be scheduled five (5) days prior to closing. If not Franklin Park water you must have final paid receipt from the town in which you pay your water.
- The Department of Inspectional Services office must be presented with a receipt indicating payment of the final water bill and transfer stamp fee prior to issuance of the letter.

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**PRE SALE INSPECTION APPLICATION**

**(For Single Unit, Multi-Unit, Industrial and Commercial Properties)**

**FOR OFFICE USE ONLY:**

**DATE RECEIVED:** \_\_\_\_\_

**TIME RECEIVED:** \_\_\_\_\_

**22 PS-** \_\_\_\_\_

**DATE SCHEDULED:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

NOTE: FOR INSPECTIONAL & STAMP  
FEES, SEE DEED TRANSFER STAMP FEE  
STRUCTURE

**ADDRESS:** \_\_\_\_\_

**PERMANENT INDEX NUMBER:** \_\_\_\_\_

The undersigned is submitting this Application for Certificate of Code Compliance to the Village of Franklin Park, Illinois, for purposes of causing the Village to conduct an inspection of the premises described herein and, if the premises are found to comply with all sections and provisions of the Zoning Ordinance and the Electrical, Plumbing, Building, and Fire Codes of the Village of Franklin Park, to cause the Village to issue an Occupancy Permit and Certificate of Code Compliance. The undersigned hereby represents and warrants to the Village of Franklin Park as follows:

**The undersigned (owner):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Residing at:** \_\_\_\_\_

**Owner's Email:** \_\_\_\_\_

**Is the owner of the premises listed above in the Village of Franklin Park, Illinois?**

1. The undersigned hereby authorizes and requests that an officer or agent of the Village of Franklin Park to enter upon and inspect the premises for purpose of determining if a Certificate of Code Compliance can be issued. The undersigned is aware of no dangerous conditions existing on the premises which may cause injury or harm to the Village of Franklin Park officer or agent who will conduct the inspection.
2. Existing on premises as to the date of this Application are the following improvements (herein describe all buildings, structures, or other improvements existing on the premises):  
\_\_\_\_\_  
\_\_\_\_\_
3. **“Declaration of Use”**, the premises are currently zoned and being used for residential, commercial, or industrial uses, together with a brief description thereof and listing the number of dwelling units if residential: \_\_\_\_\_  
\_\_\_\_\_

**Contact Person for inspection:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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**Realty Office:** \_\_\_\_\_

**Real Estate Agent:** \_\_\_\_\_

**Realty Address:** \_\_\_\_\_

**Realty Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Asking Price/Square Footage of Building:** \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE REAL ESTATE BROKERS LISTING SHEET.**

4. The undersigned is aware of the fees, which the Applicant must pay upon submission of this Application, and such fees, which may be necessary if additional inspections may be necessary if one or more violations exist at the time of initial inspection. The undersigned has no information, knowledge, or belief that the premises do not fully comply with the zoning ordinance and all other ordinances of the Village of Franklin Park (if this is not an accurate statement, the undersigned shall attach a signed statement fully explaining the circumstances).
5. The undersigned is aware that in the event a violation is disclosed as a result of the inspection by the Village of Franklin Park that the Village of Franklin Park may exercise any and all remedies or rights as may be provided by the zoning ordinances or any other law or ordinance.
6. The undersigned hereby agrees not to communicate or affect the sale or conveyance of the premises until the Village has issued its Certificate of Code Compliance.
7. This application does not constitute permission to occupy said address.

**THIS IS NOT A CERTIFICATE OF OCCUPANCY.**

**This Application has been executed by the undersigned this \_ day of \_\_\_\_\_, 20 \_\_\_\_\_**

\_\_\_\_\_  
Applicant Signature on line above

State of Illinois     )  
                                  ) ss  
County of Cook     )

I, \_\_\_\_\_, a Notary Public in and for said County and State; personally appeared \_\_\_\_\_ known to me, and known to me to be the same person who executed the foregoing instrument, and (s)he acknowledged that (s)he executed and delivered said instrument as (his) (her) free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and notarial

Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires: \_\_\_\_\_  
**Notary Public**



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### IMPORTANT NOTICE!!

**To:** Property Owner/Realtor/Attorney  
**From:** Lisa Manzo, Village of Franklin Park, Building Department  
**Subject:** Closing Procedures

The following must be done before your closing:

- An **original updated plat of survey** (no older than 6 months) must be submitted to our office **3 days before the closing** for zoning review.
- The **original deed for closing** must be submitted **3 days before the closing**.
- Remember to call to order the **final water bill** with Ewelina Kubkowski at least **5 days in advance** at (847) 671-8252. If not Franklin Park water must have **FINAL paid receipt** from the town in which you pay your water.
- Purchaser is required to fill out **“New Owner Form”** and submit it prior to closing.
- **After all papers are submitted, closing papers will be ready after the 3 day review time. Upon pick-up, the final water bill should be paid, along with the fee for the stamp that is affixed to the deed.**

**Please note:** If any violations are found, they must be brought up to code prior to closing. If the purchaser is assuming responsibility for the violations, a detailed affidavit must be typed, signed, notarized and submitted to this office before closing. All violations must be corrected 30 days after closing. Should you have any questions, please feel free to call me @ 847-671-8795.

“I have read this memorandum and I understand that by not following these procedures may result in a delay in closing. I further acknowledge that the Village of Franklin Park is not responsible for any delay in closing due to not following these procedures.”

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address Being Sold: \_\_\_\_\_