

## TEMPORARY OCCUPANCY GUIDELINES (COMMERCIAL DEVELOPMENTS)

Developer must insure that the following minimum standards are met prior to making application for a temporary occupancy.

All required public improvements have been installed, tested, approved. Conformation of this is generally accomplished by contacting the individual that worked with our field inspector, Jim Chambers of (C.M.T.): (mobile) (630) 373-2831, and the Engineering Dept. contact. (630) 256-3200

The developer must also submit a \$5,000.00 cash bond in the form of a check, made out to City of Aurora, which covers the engineering related items that are incomplete at the time of the request. This check is cashed and held until final engineering approval is given to both Building & Permits department, for the issuance of a final certificate of occupancy, and the Finance department, for return of the cash bond.

Generally the applicant should call Building & Permits (630) 256-3130 to confirm that the paperwork is ready for pick up.

On pick up, the applicant will pay the appropriate, non refundable, fee for the issuance of the temporary occupancy and receive 1 copy of a "release letter" that will have copy of the bond check on the back for their records.

This fee amount is currently set at \$44.00 for temp's taken until June 30th, and \$150.00 for temp's taken from July 1<sup>st</sup> through October 31<sup>st</sup>. The fee occasionally changes. Questions regarding the fee or these guidelines may be directed to the Building & Permits Department at (630)-256-3130.