

**CHAPTER 2**  
**APPLICATIONS AND PERMITS**

**Section**

- 10-2-1 Applications
- 10-2-2 Issuance or Denial
- 10-2-3 Expiration
- 10-2-4 Certificate of Occupancy

**§10-2-1: APPLICATIONS:**

Applications for permits shall be filed in written form with the enforcing officer, shall state the legal description of the property as of public record and the name of the owner and applicant, shall describe the uses to be established or expanded and shall give such other information as may be required for the enforcement of this Title. Each copy of the application shall be accompanied by a dimensioned drawing of the building plot showing the location of buildings and structures, lot areas to be used, auto parking areas, and water supply and sewage disposal facilities. (Ord. 66-7, 12-19-1966)

**§10-2-2: ISSUANCE OR DENIAL:**

The enforcing officer shall issue a written permit, or denial thereof with reasons in writing, within fifteen (15) days from the date of the acceptance of the application. In the event the permit or denial thereof is not issued within fifteen (15) days the applicant may appeal directly to the Board of Appeals, which shall order the issuance of the permit or denial thereof with reasons in writing. (Ord. 66-7, 12-19-1966)

**§10-2-3: EXPIRATION:**

Except where an extension has been obtained in writing from the enforcing officer, permits hereafter issued shall expire within ninety (90) days if a substantial beginning has not been made in the construction or establishment of the use applied for and within one year if not completed. Permit and other fees shall be as established by ordinance of the Village Board. (Ord. 66-7, 12-19-1966)

**§10-2-4: CERTIFICATE OF OCCUPANCY:**

No building or structure hereafter erected or altered shall be occupied or used until a Certificate of Occupancy has been issued by the enforcing officer, certifying that the building and the proposed use comply with the provisions of this and other relevant ordinances. (Ord. 66-7, 12-19-1966)