

Certificate of Occupancy for Vacant Residential Buildings

Purpose

The purpose of the Certificate of Occupancy is to ensure that residential buildings that have remained vacant for an extended period of time with outstanding violations are inspected for a minimum occupancy and safety requirements prior to the property being occupied.

Requirements

If the property has been vacant for 90 days with outstanding orders to repair, the property will require the following **PRIOR** to the approval for occupancy:

- Submit an application for Certificate of Occupancy and the required application fee of \$120 per residential unit.
- No building permits will be issued until after the Certificate of Occupancy application is submitted and paid for.
- Have an interior and exterior inspection done of the premises. Repair orders may be issued for violations.
- Completion of all interior and exterior repairs to meet Chapter 16 of the City of Kenosha Code of General Ordinances (LINK) including any building permits that have been issued. Exterior violations may be given an extension due to weather, per the discretion of the inspector.

Issuance of Occupancy

The Certificate of Occupancy will be sent via US Postal Service upon completion of the above requirements. In the case that a Certificate of Occupancy has been issued, but an extension has been granted due to weather for exterior repairs, follow up and enforcement will be conducted according to the Department's Policies and Procedures.

[\(LINK TO CERTIFICATE OF RESIDENTIAL OCCUPANCY APPLICATION #CDI147\)](#)



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