### 2 Easy steps to order Water Certifications

- **Condominium/Co-Op/Townhome Properties** (when association pays water bills)
  1. Complete sections 1-7 of the FPC (Full Payment Certificate Application)
  2. Email application and copy of the paid assessment letter to chicagowatercert.il@firstam.com or fax application and assessment letter to 866-238-9937

- **Residential/Commercial Property** (metered and non-metered accounts)
  1. Complete sections 1-7 of the FPC (Full Payment Certificate Application)
  2. Email application to chicagowatercert.il@firstam.com or fax application to 866-238-9937

- **New Construction/Vacant Land/Industrial Property**
  1. Complete sections 1-7 of the FPC (Full Payment Certificate Application)
  2. Email application and plat of survey to chicagowatercert.il@firstam.com or fax application and plat of survey to 866-238-9937

**Note:** If the property requires a meter reading, the access person listed in Section 2 of the FPC will be contacted within 2 weeks by the City of Chicago to set up a date to read the meter.

### 2 Easy steps to order Zoning Certifications

1. Complete sections 1 through 6 of the Application for Certificate of Zoning Compliance
2. Deliver completed application with a $120.00 check payable to the City of Chicago Department of Revenue to any local First American Title location or mail to First American Title, 30 North LaSalle Street, Suite 2220, Chicago, IL 60602, Attention: Water and Zoning Department

**Note:** First American Title does not advance any funds toward the City’s Application for Certificate of Zoning Compliance.
**FULL PAYMENT CERTIFICATE APPLICATION**

City of Chicago Department of Finance  
333 South State Street, Suite 330  
Phone: 312-744-4426 Fax: 312-747-8321  
Monday—Friday 8:30 AM—4:40 PM

<table>
<thead>
<tr>
<th>CERTIFICATE #:</th>
<th>DATE:</th>
<th>EXPECTED CLOSING DATE:</th>
<th>A.K.A.:</th>
</tr>
</thead>
<tbody>
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</table>

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<thead>
<tr>
<th>BOOK:</th>
<th>PAGE:</th>
<th>ENCLOSURE(S):</th>
</tr>
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<tbody>
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</tbody>
</table>

**APPLICATIONS ARE REQUIRED FOR ALL TRANSFERS OF PROPERTY. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH PROPERTY TO BE TRANSFERRED.**

FPC Fee is $50 per application. The FPC fee is waived if the subject property is exempt from the City of Chicago Real Property Tax.

1. **PREMISES INFORMATION**
   - PREMISES ADDRESS(ES): ______________________________________________________________________________________________________
   - PROPERTY INDEX # (S): ______________________________________________________________________________________
   - WATER ACCOUNT # (S): __________________________________________________________

   **CHECK ALL APPLICABLE:**  
   - SINGLE FAMILY HOME  
   - CONDO/TOWNHOUSE/CO-OP (INDIVIDUALLY BILLED)  
   - CONDO/TOWNHOUSE/CO-OP (ASSOCIATION BILLED)  
   - CONDO CONVERSION  
   - APT BLDG < 6 UNITS # of units _______  
   - APT BLDG ≥ 6 UNITS # of units _______  
   - MIXED USE  
   - COMMERCIAL  
   - INDUSTRIAL  
   - NEW CONSTRUCTION  
   - RAILROAD  
   - REFINANCE ONLY  
   - VACANT LOT  
   - CORNER PROPERTY  
   - MULTIPLE PINS  
   - FORECLOSURE  
   - TAX SALE  
   - RECEIVERSHIP  
   - TRANSFER TAX EXEMPT Exemption # _________________________________________________
   - OTHER Describe ______________________________________________________________________________________________________________ ____________________________________________________________________

2. **SUPPORTING DOCUMENTATION REQUIRED**
   - 3. **SCHEDULED METER READING**

   **DOCUMENT REQUIRED FOR:**
   - LEGAL DESCRIPTION - COMMERCIAL, MIXED USE, CORNER PROPERTY, CONDO CONVERSION, MULTIPLE PINS, APT BLDG ≥ 6 UNITS
   - PLAT OF SURVEY - NEW CONSTRUCTION, INDUSTRIAL, VACANT LAND, RAILROAD, OTHER
   - PAD ASSESSMENT LETTER - CONDO/TOWNHOUSE/CO-OP ASSOCIATION BILLED
   - COURT ORDER / DEED - FORECLOSURE, TAX SALE, RECEIVERSHIP

4. **BUYER INFORMATION**
   - NAME: ______________________________________________________________________  
   - EMAIL: ____________________________  
   - PHONE: ____________________________  

   **ATTORNEY:** ____________________________________________________________________  
   - PHONE: ____________________________

   **BUYER REQUESTS FUTURE BILL BE MAILED TO:**
   - NAME: ______________________________________________________________________  
   - ADDRESS: ____________________________________________________________________

5. **SELLER INFORMATION**
   - NAME: ______________________________________________________________________  
   - EMAIL: ____________________________  
   - PHONE: ____________________________  

   **ATTORNEY:** ____________________________________________________________________  
   - PHONE: ____________________________

6. **PREPARER INFORMATION**
   - NAME / COMPANY: ____________________________________________________________________  
   - ADDRESS: ______________________________________________________________________

   **EMAIL:** ____________________________________________________________________  
   - PHONE: ____________________________

**WATER CHARGE $_________ $_________ $_________ $_________ FPC CHARGE $_________ 
IF PAID ON ______ / ______ / ______, BASED UPON ______ / ______ / ______
FINAL METER READING TAKEN ______ / ______ / ______
NON-METERED ______ / ______ / ______

1. CLOSING BASED UPON A FINAL METER READING MUST OCCUR WITHIN 60 DAYS OF EITHER: (A) THE FINAL READING DATE, OR (B) THE AUTHORIZED DATE, WHICHEVER IS EARLIER
2. CLOSING BASED UPON A NON-METERED TERM MUST OCCUR WITHIN 60 DAYS OF THE AUTHORIZATION DATE
3. ATTORNEYS ARE RESPONSIBLE FOR PRORATING FROM THE DATE ABOVE TO THE DATE OF CLOSING. CHARGES THAT ACCRUE AFTER THIS DATE WILL BE TRANSFERRED TO THE BUYER.

**CERTIFICATION AUTHORIZED BY:** ____________________________  
**AUTHORIZED DATE:** ______ / ______ / ______

**ACKNOWLEDGMENT**—Applicant, as named below, requests that the City of Chicago update its billing records to reflect the pending transfer of the premises that is the subject of this Application. Applicant acknowledges that the amount due is based on the balance due on the water account for the premises plus a $50 processing fee, if applicable. If new service charges accrue to the account prior to transfer of ownership of the subject property, the balance due may be recalculated by the Department of Finance. Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure. Applicant certifies that the statements set forth in this document are true and correct. Applicant acknowledges that persons who make material false statement may be fined not less than $500, nor more than $1,000, plus three times the City's damages, litigation costs, collection costs, and attorney's fees pursuant to Section 1-21-010 of the Municipal Code of Chicago.

**PRINT NAME**

**SIGNATURE (CIRCLE ONE) SELLER / BUYER / ATTORNEY / AGENT**
CERTIFICATE OF ZONING COMPLIANCE

A Certificate of Zoning Compliance certifies the number of dwelling units at a property that are legal under the Chicago Zoning Ordinance (Title 17 of the Municipal Code of Chicago). This form is for use with buildings containing one to five dwelling units that are not condominiums or co-ops. Please read the instructions and disclaimers on both sides of this form before filling out this application.

**Part One: Application for Certificate of Zoning Compliance**

INSTRUCTIONS: This section must be filled out completely, signed by the owner or the owner’s agent, and presented in person or by mail to the Department of Housing and Economic Development. Payment of a $120.00 fee is required at the time this application is filed, payable to “City of Chicago Dept. of Revenue.” Please clearly print or type.

1. **Address of the Property:**

2. **PIN:** — — — — — — — — — —

3. **Number of Dwelling Units at the Property**

<table>
<thead>
<tr>
<th>Basement</th>
<th>Main or Front Building</th>
<th>Rear or Other Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Owner Information:**

   **Name:**

   **Address:**

   **City:** _______ **State:** _____ **Zip:** _______

5. **Contact Person:**

   **Name:**

   **Phone:**

   **Date:**

6. **Signature:**

   **Print Name:**

   **Owner** ☐ **Agent** ☐

**DISCLAIMER:** This Certificate does not certify a dwelling unit’s compliance with the Chicago Building Code or the permit requirements of the Chicago Building Code.

**Part Two: Certificate of Zoning Compliance**

The application is: ☐ Approved ☐ Denied

Certified as _____________________ total dwelling units
CERTIFICATE OF ZONING COMPLIANCE

A Certificate of Zoning Compliance is required whenever residential property containing five or fewer dwelling units is transferred or sold in the city of Chicago. This requirement does not apply to the transfer or sale of condominiums or cooperative buildings.

A Certificate of Zoning Compliance certifies the number of residential dwelling units at the property that are legal under the Chicago Zoning Ordinance (Title 17 of the Municipal Code of Chicago). Under the Zoning Ordinance, a dwelling unit is “one or more rooms arranged, designed or used as independent living quarters for a single household. Buildings with more than one kitchen or more than one set of cooking facilities are deemed to contain multiple dwelling units unless the additional cooking facilities are clearly accessory and not intended to serve additional households.”

The application for a Certificate of Zoning Compliance is filed in Room 905 at City Hall. A $90.00 fee payable to the “City of Chicago Department of Revenue” is due at the time the application is filed. The Department of Housing and Economic Development will make an initial decision within five business days after the application is received. When the number of legal dwelling units cannot be certified based on a review of the Zoning Ordinance and City records alone, the Department of Housing and Economic Development will perform an inspection of the property. The entire ordinance pertaining to the Certificate of Zoning Compliance is found in Section 3-33-045 of the Municipal Code of Chicago.

Under Section 3-33-045(E) of the Municipal Code of Chicago, any person whose application for a Certificate of Zoning Compliance is denied may request that the Zoning Administrator reconsider his or her determination. If such a request for reconsideration is made, the Zoning Administrator shall review any additional information presented and shall have an on-site inspection of the property conducted, even if an on-site inspection was previously made. No on-site inspection shall be conducted without the prior written consent of the owner of the property or the owner’s duly authorized agent. Within five business days after the request for reconsideration is made, the Zoning Administrator shall render a final decision which shall consist of either: (1) issuance of the Certificate of Zoning Compliance; or (2) issuance of a written statement setting forth the reasons for denial of the application. The failure of the Zoning Administrator to act within five business days of the request for reconsideration shall be considered a waiver of the requirement for the issuance of a Certificate of Zoning Compliance.

Disclaimers:

In certifying the number of dwelling units that are legal under the Zoning Ordinance, the Zoning Administrator considers, in addition to the Zoning Ordinance, records kept by the City and the information provided by the applicant in Part One of the application. If necessary, the Department of Housing and Economic Development will also conduct an inspection of the property before a Certificate is issued. The Zoning Administrator reserves the right to reconsider and revoke any Certificate of Zoning Compliance issued based on false or otherwise incorrect information provided by the applicant.

In addition to the requirements of the Zoning Ordinance, all residential dwelling units must meet the minimum requirements of the Chicago Building Code (Title 13 of the Municipal Code), Chicago Fire Code (Title 15 of the Municipal Code), and Chicago Plumbing and Electrical Code (Title 18 of the Municipal Code). A Certificate of Zoning Compliance is not a certification of a property’s compliance with the Chicago Building Code, Chicago Fire Code, and Chicago Plumbing and Electrical Code, nor does it certify a property’s compliance with the permit requirements of the Chicago Building Code.

A Certificate of Zoning Compliance does not authorize a property owner to expand a dwelling unit that is a nonconforming use. Under the Zoning Ordinance, a nonconforming use is “a use that was lawfully established in accordance with the zoning regulations in effect at the time of its establishment but is no longer allowed by the use regulations of the zoning district in which it is now located.” A nonconforming use cannot be expanded without an administrative adjustment from the Zoning Administrator or a variation from the Zoning Board of Appeals. Thus, for example, if you own a one-story commercial building that contains a nonconforming dwelling unit in the rear, you must obtain (in addition to permits) an administrative adjustment from the Zoning Administrator or a variation from the Zoning Board of Appeals to expand the unit. Simply obtaining a Certificate of Zoning Compliance does not give you the right to expand the unit.