



City of LaSalle

La Salle County, Illinois

City Offices - 745 Second Street - La Salle, Illinois 61301-2599

Bus: 815-223-3755

Fax: 815-223-9508

www.lasalle-il.gov



Notice Regarding Leases of Tenant Spaces

The City of La Salle would like to thank you for being a valued member of our community. In an effort to provide the best protection of property and property owners we will now be enforcing The City of La Salle Ordinance 153.121 - Certificate of Occupancy. As part of that code and the City's zoning and building code, an Occupancy Registration Form is now required for all non-residential occupancies. Since this requirement for an Occupancy Registration Form is new, please find frequently asked questions regarding the City's Occupancy Registration Form.

What is an Occupancy Registration Form?

- According to the 2009 International Building Code, no building or structure can be used or occupied, and no change in the existing occupancy of a building or structure can happen until the City's Building Code Official has issued a Certificate of Occupancy. The certificate will be issued after the occupancy registration form is turned in and checked by the building department.

Why does the City require an Occupancy Registration Form?

- The Occupancy Registration Form is put in place to ensure the building and/or unit to be used, leased or purchased is safe and the use is permissible in the location proposed.

When am I required to apply for an Occupancy Registration Form?

- Please fill out the attached form(s) for initial Occupancy Registration and Certificate of Occupancy.
- If you own a building and run a business out of said building, please still fill this form out.
- A new Occupancy Registration Form will be needed *each time* you lease space for a tenant or rent space to a business. You will also need to register if an existing tenant expands or changes type of use.

What if my building is vacant?

- If your building is vacant and is not under construction with an up to date building permit, for lease or for sale you will need to fill out a vacant building registration form, enclosed.

What if my building is for lease or for sale?

- If your building is for lease or sale, please fill out the occupancy registration form as well as the leasing/sales information section.

How much does an Occupancy Registration Form cost?

- There is no fee for registering your business with the City of La Salle. By filling out the form you are helping our Historic District Thrive- The more we know about buildings and businesses the better!
 - **If you do not turn in the registration form by June 15 and do not receive a certificate of occupancy you will be sent a final notice, followed by a fine in accordance to ordinance 153.999.**

Where can I obtain an Occupancy Registration Form?

- A copy of the form has been enclosed with this letter.
- To download online please go to: www.lasalle-il.gov/development

What do I need to do?

- Fill out the appropriate forms attached.
- Mail to 745 Second Street, La Salle IL 61301 ATTN: Katherine Toraason, turn in at the City Hall Front Desk or email directly to Katherine Toraason at k.toraason@lasalle-il.gov.
- To avoid fees please turn this form in no later than June 15, 2018.

Should you have any questions please do not hesitate to call Katherine Toraason at 815-488-4442 k.toraason@lasalle-il.gov



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NON-RESIDENTIAL OCCUPANCY REGISTRATION

Subject of Property

Building Address: _____
Property Owner Name: _____
Property Owner Address: _____

Single User or Multi-tenant: _____
Email: _____
Phone: _____

Existing Use

Business Name: _____
Business Tax ID: _____
Business Address: _____
Type of Business: _____

Business Owner Name: _____
Business Start Date: _____
Phone: _____ Email: _____
Specific Use: _____

New Use/Expanded Use

Business Name: _____
Business Tax ID: _____
Business Address: _____
Type of Business: _____

Business Owner Name: _____
Business Start Date: _____
Phone: _____ Email: _____
Specific Use: _____

Building for Sale/Lease

Date Listed: _____
Realtor/Sale by Owner: _____
Sale Price: _____
Lease Price: _____

Would you like the City to help you sell/lease Property? (no cost)
Yes _____ No _____

Please Check All That Apply:

- New Business entity (entirely new business)
- New Owner of Existing Business (owner change) Alteration
- New Business Name (Name Change Only) Previous Address: _____
- Alteration or Renovation to Interior, Exterior or Site

I/we agree the information above is current and correct and if occupancy changes I/we will register new tenants.

Signature: _____

Date: _____

Internal Use only:

Building Department Review By: _____ Date _____
 Approved Not Approved

Zoning Review By: _____ Date _____
 Approved Not Approved



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NON-RESIDENTIAL VACANT BUILDING REGISTRATION

Property Address: _____

Property Owner: _____ Address: _____

City: _____ State: ____ Zip Code: _____ Phone: _____ Email: _____

If owner resides outside of the City of LaSalle, owner MUST provide the following information for an authorized agent who resides in the City of LaSalle. The authorized agent must be a person 18 years of age or older who has the authority to receive all notices and service of process on behalf of owner.

Name: _____ Address: _____

City: _____ State: ____ Zip Code: _____ Phone: _____ Email: _____

All persons with any legal interest MUST be listed below:

Name: _____ Address: _____

City: _____ State: ____ Zip Code: _____ Phone: _____ Email: _____

Date on which building became vacant: _____

Once Registered as vacant a building inspector review will take place. After registration, if building is vacant for 90 days and is found to contain two or more violations of Ordinance No: 2479 of the City of LaSalle the following fees will be incurred:

- New Registration - Fee: \$300.00 (1st 3 months)
- Renewal Registration - Fee \$500.00 (every 3 months thereafter)
- Change of Ownership - Fee \$20.00

Once Registered as vacant a building inspector review will take place.

CERTIFICATION

Under penalties of perjury, the undersigned certifies the following: I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application: I agree to conform to all applicable federal, state, and local laws; the owner and/or applicant have fully paid all taxes and all the other debts owed to the City of LaSalle as of the date of this application: if a permit for work described in this application is issued, I certify that the building official or the building official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit; and that all of the information listed on this and any attached forms is true and correct.

2003 INTERNATIONAL PROPERTY MAINTENANCE CODE

SECTION 107.0 NOTICE AND ORDERS - 107.5 Transfer of Ownership

It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease, or otherwise dispose of to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the building official and shall furnish to the building official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Signature of Owner/Authorized Agent _____

Date: _____