



# CERTIFICATE OF ZONING COMPLIANCE

Department of Planning and Development  
City Hall, Room 905  
121 N. La Salle Street  
Chicago, IL 60602-1211

Phone: 312-744-5777  
TTY: 312-744-2950  
No fax filing permitted  
Hours: 8:30 a.m. - 4:15 p.m.

Date Received:

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.

This Certificate may be picked up on:

After 7 days, this Certificate will be mailed to the Owner listed in Section 4.

## 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 Planning and Development. Payment of a \$120.00 fee is required at the time this application is filed, payable to "City of Chicago." **Please clearly print or type.**

1. **Address of the Property:** \_\_\_\_\_

2. **PIN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000

3. Number of Dwelling Units at Property	Main or Front Building	Rear or Other Building
Basement		
First Floor		
Second Floor		
Third Floor		
Other (specify)		
<b>Total:</b>		

## 4. Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 5. Contact Person:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

6. I, the undersigned, certify that the information provided above is true, correct, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Owner Agent

DEPARTMENT OF PLANNING AND DEVELOPMENT ONLY  
DO NOT FILL IN BELOW THIS LINE.

## Part Two: Certificate of Zoning Compliance

This application is:  Approved  Denied

**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.

Certified as \_\_\_\_\_ total dwelling units