



CERTIFICATION OF ZONING COMPLIANCE

The City of Chicago will certify the number of lawful and non-conforming residential dwelling units when a building is sold or transferred.

The purpose is to prevent the buyers from acquiring property with illegal dwelling units. The process will notify the seller and buyer as to how many lawful dwelling units exist.

The ordinance applies only to residential property zoned for one family unit, two family dwelling or multi-family dwellings containing five or fewer dwelling units. The ordinance does not apply to condominiums or cooperative buildings.

The application for Certification Zoning Compliance is filed in Room 802 at City Hall. The fee is \$50.00 and the fee is due at the time the application is filed.

The Department of Zoning will make an initial decision within *five business* days after the application is received. The decision will state the number of lawful units according to City records. The City will issue a certification if the number of units listed agrees with the City's records. If the City does not agree with the number of units requested for certification, it will deny the application and state the reasons for the denial.

If the applicant does not agree with the number of units certified, the applicant has five days to request an on-site inspection of the building. The department will make an inspection in order to determine when the dwelling unit which has not been certified was constructed and occupied. The applicant may offer any evidence which may tend to show when the unit was first occupied. The City may consider the unit or units to be non-conforming if sufficient information has been provided and the on-site inspection shows the unit has been continuously occupied since July 8, 1957.

The Department of Zoning must approve or deny the certification or a request for reconsideration for certification within five business days of request. If the Department of Zoning fails to act within the time limits of the ordinance, it must issue a Waiver of Certification which will allow a closing to proceed and the deed to be recorded. The waiver of certification form shall be provided by the Department of Zoning.

The entire ordinance may be found at Title 3-32-020; 3-32-040; 3-33-045; 3-33-070 of Title 3 of the Municipal Code of Chicago.