



LAKE COUNTY PLAN COMMISSION
PLANNING & BUILDING DEPARTMENTS
2293 N. MAIN STREET
CROWN POINT, IN 46307

755-3700
755-3701
24 HOUR ANSWERING SERVICE 755-3702

MEMORANDUM

TO: LAKE COUNTY LICENSE HOLDERS
FROM: STEVE NIGRO, PLANNING AND BUILDING
ADMINISTRATOR
SUBJECT: REQUESTS FOR CERTIFICATES OF OCCUPANCY
DATE: 4/26/2021
CC: FILE

Let this memo provide clarification for Requests for Certificates of Occupancy (C.O.) with the Lake County Planning and Building Department. Requests for C.O. must be received no later than two (2) full working days prior to issuance of the C.O. Any C.O. requests without the required documentation required to constitute a C.O. request will not be considered as a request. The two (2) full working day period does not commence until all required submittals for a C.O. have been received.

Note: Saturdays, Sundays, and Holidays that result in the closure of the Lake County Government Center shall not be counted as working days.