

**NOTICE TO MULTI-FAMILY BUILDING OWNERS:
New Structural Integrity Inspection Program for Select Multi-Family Residential Buildings**

Dear Multi-Family Building Owner:

On June 23, 2026, the Village Board passed Ordinance 26-13, establishing a new Structural Integrity Inspection Program for select multi-family residential buildings ("Covered Buildings"), codified as Section 10-5-7 of the Village Code. The purpose of this program is to help protect the health, safety, and welfare of residents by ensuring that qualifying multi-family residential buildings are periodically evaluated for structural integrity and remain safe for continued occupancy.

Applicability: This ordinance applies only to Covered Buildings, which are generally defined as multi-family residential buildings that, regardless of whether the building is rental or owner occupied, either:

- Contain ten (10) or more dwelling units, or
- Are three (3) or more stories in height.

Annual Registration Required: The owner or responsible entity for a Covered Building is now required to register their Covered Building with the Village annually. Enclosed with this notice is the Covered Building Registration Form. Please complete and return the registration form along with the required \$110 annual registration fee to the Department of Community and Economic Development by **December 31, 2026**.

Structural Integrity Inspection Requirements: The Ordinance also establishes mandatory structural integrity inspections for covered buildings as follows:

- Buildings must undergo an initial structural integrity inspection when they reach thirty (30) years of age, based on the issuance of the certificate of occupancy, and every ten (10) years thereafter.
- Buildings with a certificate of occupancy issued on or before December 31, 1997, must complete their initial inspection no later than **July 1, 2027**.
- Inspection reports must be prepared by a licensed Illinois architect or professional engineer and submitted to the Village in accordance with the Ordinance.

Review the Ordinance: A complete copy of the Ordinance, including requirements, inspection schedules, reporting requirements, repair obligations, and enforcement provisions, is available on the Village website at www.mortongroveil.org.

Questions: If you have any questions, please contact the Department of Community and Economic Development at 847-663-3063 or commdev@mortongroveil.org.

We appreciate your cooperation as the Village implements this program to ensure the continued safety, maintenance, and structural integrity of multi-family residential buildings in Morton Grove.

Sincerely,



Zoe Heidorn
Director of Community & Economic Development
Village of Morton Grove

Covered Multi-Family Building Registration Form



Incredibly Close ✨ Amazingly Open

Covered Building Owners are required to register their Covered Building annually with the Department of Community and Economic Development on or before **December 31** of each year. Submit with this Registration Form payment in the amount of \$110 for the annual Registration of Multi-Family Covered Building Fee (Sec. 1-11-4, 10-5-7). Covered Buildings and Covered Building Owners are defined as follows:

COVERED BUILDING: A multi-family residential building, or portion thereof under a single roof or within a single integrated structure, that contains ten (10) or more dwelling units or is three (3) or more stories in height, regardless of rental or ownership status.

COVERED BUILDING OWNER: The person or entity responsible for the ownership, operation, maintenance, or control of a covered building, including, but not limited to, an individual property owner, condominium association, cooperative association, homeowners' association, or any other legal entity having ownership or responsibility for the building.

Notice: The Covered Building Owner must notify the Village in writing within thirty (30) days of any change to the information provided on this Registration Form, including, but not limited to, changes in ownership, the designated contact person, the property management company, the condominium association, mailing address, phone number, email address, or emergency contact information.

Covered Building Address:			
Covered Building Property Index Numbers:			
Primary Owner Contact Name:			
Primary Owner Contact Phone:			
Primary Owner Contact Email:			
Management Company Name:			
Management Contact Phone:			
Management Contact Email:			
Emergency Contact #1 Name:			
Emergency Contact #1 Phone:			
Emergency Contact #2 Name:			
Emergency Contact #2 Phone:			
Ownership Type:	☐ Single Owner ☐ Condominium		
Occupancy Type:	☐ Renters Only ☐ Owners Only ☐ Mix of Renters & Owners		
Number of Dwelling Units:		Number of Stories:	
Date of Certificate of Occupancy:		Date of Last Structural Integrity Inspection:	
Certification: I certify that I am the owner or authorized representative of the Covered Building identified in this registration and that, to the best of my knowledge, the information provided in this registration is true, complete, and accurate. I understand that this registration is submitted pursuant to Section 10-5-7 of the Morton Grove Municipal Code and that the Covered Building Owner is responsible for complying with all applicable requirements of the Structural Integrity Inspection Program, including annual registration, required structural integrity inspections, and the timely submission of inspection reports.			
Signature		Date	
Name (Print)		Position/Role	