



**RESIDENTIAL RENTAL DWELLING UNIT
LICENSING ORDINANCE
FREQUENTLY ASKED QUESTIONS**

• **When does the residential rental dwelling license ordinance become effective?**

The ordinance becomes effective January 1, 2017.

• **Does my rental unit require a rental license?** If you are the owner of a rental unit(s) in unincorporated Cook County located in a building that has 4 or more total units, you are required to obtain a residential rental dwelling unit license.

• **How do I secure a license?** The following are required:

- A completed Residential Rental License Application. Note that the Application includes a consent to let the Department of Building and Zoning inspect the rental unit at such time(s) as the Department may require to determine whether the rental unit meets all applicable requirements
- Payment in full of the licensing fee per rental dwelling unit

Residential Rental License fee, annually per Multi-Unit Building, based on number of Rental Units:	
1 Rental Unit	\$60
2 Rental Units	\$120
3 Rental Units	\$180
4 Rental Units	\$240
5 Rental Units	\$300
6-10 Rental Units	\$360
11-20 Rental Units	\$650
21-30 Rental Units	\$950
31-40 Rental Units	\$1,200
41-50 Rental Units	\$1,500
51-75 Rental Units	\$2,100
76-100 Rental Units	\$2,500
101 or more Rental Units	\$3,000

• **How long will my rental license be valid?** Each Residential Rental License shall be effective until September 15th of each year unless the Residential Rental License is suspended or revoked or the ownership of the Rental Unit is transferred prior to expiration resulting in the automatic termination of the Residential Rental License.

• **If I sell my rental dwelling unit, can I transfer the license to the new owner?** No Residential Rental License shall be transferable to another person or to another rental unit.

• **Does my property need to be inspected?** Yes. After a property owner has secured a rental license, an initial property inspection takes place. The Department of Building and Zoning will notify the owner or the owner's agent of any inspection in advance and provide the name and contact information of a representative of the Department that the owner may contact to reschedule the rental unit inspection, if necessary, to a mutually agreeable date and time.

• **What happens after the initial inspection takes place?**

- If violations are found, they must be corrected within 30 days or you must apply for the requisite permit(s). A follow up inspection will then be conducted generally within 30 days of the initial inspection to verify that deficiencies have been corrected.
- Rental Dwelling Unit Inspections are expected to occur once every four years unless the Department deems additional inspections necessary.

• **What happens if I do not comply with the ordinance?** Failure to comply with applicable Cook County Ordinances may result in Residential Rental License suspension, denial or revocation.

• **Where can I find a copy of the license application as well as additional information regarding his ordinance?** A copy of the application, informational checklist, a copy of the Ordinance, etc., can be found on the Cook County Building and Zoning website. The link to the site is as follows: <http://www.cookcountyil.gov/building-and-zoning/>. Applications can also be picked up at the Department of Building and Zoning, 69 West Washington Street, Suite 2830, Chicago, Illinois.

• **Who can I contact with additional questions?** Please feel free to email info.bnz@cookcountyil.gov