



City of Collinsville
APPLICATION FOR OCCUPANCY PERMIT
 Department of Community Development
 Building Division (618) 346-5200 Ext. 1143
Type 'O'

PERMIT NO.: _____

PROPERTY TO BE INSPECTED:

Street Address _____

Unit Number _____

Property is/will be:	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Tenant Occupied (Landlord License)	<input type="checkbox"/> Unknown
Utilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Landlord License:
Number of Bedrooms: _____			<input type="checkbox"/> Yes
			<input type="checkbox"/> No
Inspection size greater than 2000 Sq. Ft:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Swimming Pool:
			<input type="checkbox"/> Yes
			<input type="checkbox"/> No

PROPERTY OWNER (Required)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE NUMBER: _____

ALTERNATE PHONE NUMBER: _____ FAX: _____

APPLICANT: (MUST BE: OWNER, PROPERTY MANAGEMENT CO. OR REALTOR)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE NUMBER: _____

ALTERNATE PHONE NUMBER: _____ FAX: _____

EMAIL CORRESPONDENCE TO:

TYPE "O" PERMIT FEE.....\$50.00

I, the undersigned, do hereby certify that I am authorized to submit an application for the Residential Occupancy Permit. I attest that there are no life safety violations prior to any tenant occupying the unit. I understand no application will be processed or inspection conducted until making full payment of \$50.00 per unit and that I will schedule the inspection within 7 days of the paid stamp on this application. Inspection appointments can be made by either calling 346-5200 ex 1143, or to the Community Development Department, 1st floor of City Hall. I am also responsible for ensuring the unit is available with all utilities turned on for inspection and that all fees are paid. An additional inspection fee of \$25.00 will be required for failure to show up for an inspection without notification and if required work was not completed. Any repeat of the two previously listed situations will require a \$25.00 re-inspection fee. Subject to all fees as approved by City Ordinances. **I am responsible for having any violations corrected in order to obtain the Occupancy Permit and meet the minimum requirements as declared by City Ordinance within thirty (30) days of occupancy or sale. Failure to comply with any of the above requirements may result in a civil citation and/or fines. I the owner/agent must call for the re-inspection for any denied occupancies.**

 Applicants Signature

 Printed Name