



Department of Community Development
Department of Public Works
125 South Center Street
Collinsville, IL 62234

**NOTIFICATION REQUIREMENTS
IF PROPERTY OWNERSHIP AND/OR CONTRACTOR CHANGES
DURING LAND DEVELOPMENT ACTIVITIES**

The City of Collinsville requires that notification be provided when property ownership and/or contractor(s) changes during land development activities. Projects often require a number of different construction permits and it is important that the City know who is responsible for the project's construction and completion. Failure to notify the City of such changes may result in the issuance of a Stop Work Order (SWO), citation under applicable Codes, and the requirement for submission of new applications, *including applicable review and fees*.

Notification of a change in ownership shall be made to the City in the form of a letter with notarized signatures from both *buyer and seller*, or their authorized agents, stating that the property has been sold. The letter needs to provide the new owner's name, address and phone number. Associated permits such as grading, demolition or building permits may also be transferred to the new owner at the request of the seller and buyer. Please include this request in your change of ownership notification letter.

Notification of a change in contractor(s) (e.g. General or sub) shall be made to the City in the form of a letter with notarized signatures from the *property owner or their authorized agents and all new contractors*, referencing the permit address and number. The letter needs to provide all new contractor's names, addresses, phone numbers, and licenses, if applicable.

- All letters shall reference the Building Permit/Project number(s) and provide the locator number or legal description of the property in the letter's subject line.
- All letters shall provide the name(s), mailing addresses and telephone numbers of the new owner, their authorized agent, primary contact person, civil engineer, architect, contractor(s), etc.
- All permits shall be reissued showing the new owner as the permittee.

Please send notification letters to:

**Amy Boeving
Planning/Building Assistant
Department of Community Development
125 South Center Street
Collinsville, IL 62234**

If you have any questions, please call Amy Boeving at (618) 346-5200, Ext. 1126.