



Planning & Zoning Department
 255 South Lincoln Avenue
 O'Fallon, IL 62269
 (618)624-4500, Ext. 4

Residential Occupancy Permit Program
Application for Occupancy Permit

PM 2012 - _____
 Fee: \$50.00

Property to be Inspected

One Unit per Application

Street Address: _____ Unit Number: _____

Property is/will be: Owner Occupied Tenant Occupied Unknown

Swimming Pool: Yes No **Irrigation System:** Yes No

Number of Bedrooms: _____ **Square Footage Greater Than 2500 Sq Ft?:** Yes No

Property Owner (REQUIRED)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Mobile: _____ Fax: _____

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

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

I, the undersigned, do hereby certify that I am authorized to submit an application for the Residential Occupancy Permit. I understand no application will be processed or inspection conducted until making full payment of \$50.00 per unit (check payable to "City of O'Fallon") 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 624-4500, extension 4 or through the Planning & Zoning Department, 2nd 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 \$35.00 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 \$50.00 re-inspection fee. **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.**

 Print Name

 Owner or Authorized Person Signature