



## Residential Occupancy Permit Application

Community Development Department  
255 South Lincoln Avenue  
O'Fallon, IL 62269  
(618)624-4500, Ext. 4  
Fax: (618) 624-4534

PM-

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

Lawn 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: \_\_\_\_\_

EMAIL (DO NOT MAIL) CORRESPONDENCE TO: \_\_\_\_\_

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 Community Development Department, 2<sup>nd</sup> 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. 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.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature