

APPLICATION FOR OCCUPANCY INSPECTION

Address to be inspected: _____
 Owner's Name (Print): _____
 Owner's Address: _____
 Owner's Phone Number: _____ Email Address: _____
 Manager or Agent: _____ Email Address: _____
 Address: _____ Phone Number: _____

Type of Structure

_____ Single Family _____ Condo
 _____ Townhouse _____ Commercial
 _____ Apartment _____ Other

* Please check
 _____ Sale
 _____ Rent

Unit is currently: _____ Vacant _____ Occupied **Unit will be occupied by:** _____ Owner _____ Renter
The water bill will be in _____ **Owner** _____ **Renters name**

Occupant Information

Head of Household _____ **Date of Birth** _____

Name of Other Occupants	Date of Birth	Relationship

Please list your new address and phone number of where you are relocating!

New Address: _____

 New Phone Number: _____

I hereby give my permission for the Village Inspector to enter the premises for the inspection.
 (The owner or agent must accompany the inspector during the inspection)

DATE _____ SIGNATURE _____

INSPECTION FEE: \$50.00 Apartments, Condominiums & Public Use Facilities (per unit)
 \$75.00 Townhouses & Single Family Homes
 \$100.00 Commercial & Industrial

In order to complete the occupancy inspection, all utilities, including water, must be in service.

A heating certificate or receipt is required for all properties. Commercial properties also require a roof certificate. These certificates must show the furnace (and roof, if commercial) was inspected and is in good condition. The certificate(s) must be dated within the last six months and the Certificate of Occupancy will not be issued until the certificate (s) is received.

NO Certificate of Occupancy will be issued until ALL violations are abated.

In accordance with the International Fire Code, an approved battery operated single station smoke detector shall be installed in existing dwelling units in all sleeping areas, in the immediate area outside sleeping areas, and each story within a dwelling unit including the basements and occupied attics (unoccupied attics and crawl spaces not included). As of January 1, 2007, an approved carbon monoxide detector is required within 15 feet of every room used for sleeping purposes.

For Internal Use Only

	Liens or \$'s Due	Approved By	Date
Water Department	_____	_____	_____
Building Department & Code Enforcement	_____	_____	_____