Village of East Alton
Building & Zoning Department
232 Church St.
East Alton, IL 62024
618-259-1185
618-259-2095 Fax
zoning@eastaltonvillage.org

COMMERCIAL OCCUPANCY APPLICATION

FEE: $75.00

One unit per application

$35.00 service fee for missed appointments

Please **PRINT** legibly or **TYPE**

For Staff Use Only

OPR- _____

App. Recv'd: _____

Insp. #1 _____

Insp. #2 _____

Property to be inspected

Business Name: _____ Phone: _____

Street Address: _____

Type of Occupancy or Use: _____

Property Square Footage: _____

E-Mail: _____

☐ Kitchen Fire Suppression System ☐ Sprinkler System. ☐ Fire Alarm System

Are there residential units attached/adjoining this business? ☐ No ☐ Yes If yes, then please complete a Separate application for each unit.

Property Owner & Authorized Person's Information

Name(s): _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

E-Mail: _____

Tenant Information

Name(s): _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

E-Mail: _____

I, the undersigned, do hereby certify that I am authorized to make application for the Commercial Occupancy Permit and affirm that the statements made in this application are true to the best of my knowledge. I agree to conform to the Ordinances of the Village of East Alton. I understand no application will be processed or inspection conducted until full payment of the application fee is received by the Village of East Alton. It shall be unlawful for any person, firm or corporation to occupy, or permit to be occupied or to collect the rent of any existing commercial structure without first obtaining an Occupancy Permit issued by the Code Official.

_____ _____

OWNER/AGENT SIGNATURE DATE

_____ _____

TENANT SIGNATURE DATE