

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

RESIDENTIAL OCCUPANCY APPLICATION

FEE: \$50.00

One dwelling 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

Street Address: _____ Apt.#: _____

Property will be: Owner Occupied Tenant Occupied

Current Property Owner

Name(s): _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

E-Mail: _____

Applicant Information*

OWNER MANAGER/MGMNT. CO. REALTOR

*Applicants other than owner **MUST** have an **Agent Designation Form** on file in this office prior to making application for permit.

Name(s): _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

E-Mail: _____

New Owner

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 Residential 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 have received a copy of the **Application Guide for Occupancy Permit** and **Occupancy Permit Program Guide**. 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 residential structure without first obtaining an Occupancy Permit issued by the Code Official or his designee.

OWNER/AGENT SIGNATURE

DATE

Address/Occ. Permit #: _____

OCCUPANT/TENANT INFORMATION

Lessee (Name): _____
(First) (Middle Initial) (Last)

Phone: _____ DOB: _____

E-Mail: _____

Lessee (Name): _____
(First) (Middle Initial) (Last)

Phone: _____ DOB: _____

E-Mail: _____

Occupant: _____ DOB: _____
(First) (Middle Initial) (Last)

Occupant: _____ DOB: _____
(First) (Middle Initial) (Last)