

Residential **Occupancy Permit Application**

BOROUGH OF EDWARDSVILLE
OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTION

RESIDENTIAL: \$50.00 PER UNIT

ALL INFORMATION MUST BE COMPLETED ON THE ATTACHED FORM BEFORE EDWARDSVILLE BORO CAN SCHEDULE AN INSPECTION. PLEASE MAKE SURE ALL INFORMATION IS ACCURATE

Permit # _____

Date: _____

Location: _____ Units: _____

ZONING CLASSIFICATION OF PROPERTY: R-1 R-2 R-3 C-1 C-2 I

New Owner: _____ Phone# _____

New Owners Address (if not same as above): _____

Phone #: _____

Agent/ Manager of Property: _____

Agent's Address: _____ Phone #: _____

Do you Rent _____, or Own _____, this space?

Ownership: Corporation _____ Partnership _____ Individual _____ Non-Profit _____

New Building _____ Ownership change _____

Nature of Residence: _____

Please provide **2 (two) names** and **phone numbers** of contact persons, **other than** the owner, for Fire Department to reach in case of fire or theft after hours.

1. Name: _____ Cell/Phone# _____

2. Name: _____ Cell/Phone# _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

This is an application and receipt. This is NOT a permit to occupy the building. Please allow AT LEAST 48 hours for application processing prior to calling for an inspection. To arrange an inspection, please call (570) 288-6484. Calls will be returned within 24 hours if the inspector is not in.

Signed: _____ COST OF PERMIT IS \$ _____

Print: _____

**Make checks/money orders
payable to:**

Telephone Number: _____

Edwardsville Borough