

Commercial
Occupancy Permit Application
BOROUGH OF EDWARDSVILLE
OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTION
COMMERCIAL: \$150.00 PER UNIT

Permit# _____

Date: _____

Business Address: _____ Units: _____

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

Space/Unit# _____

Business Owner: _____

Business Name: _____ Phone# _____

Owner/Agent of Building: _____

Square footage of space _____ Do you rent _____, own _____, or lease _____ this space?

Ownership: Corporation _____ Partnership _____ Individual _____ Non Profit _____

Mixed Use (Check all that apply) Retail _____ Office _____ Restaurant _____ her (Describe) _____

New Business? _____ Change of Business _____ New Building _____ Ownership change _____

Location Change? _____ If so, previous address: _____

Nature of Business: _____

Former business at this address _____

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

2 local names and phone/cell phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours: **MUST BE EMERGENCY CONTACT INFORMATION!**

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 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call (570) 288-6484 or (570) 288-4604. Calls will be returned within 24 hours if the inspector is not in.

Signed: _____ **COST OF PERMIT IS \$** _____

Print: _____ **Payable to: Borough of Edwardsville**

Telephone Number: _____