



Application for Certificate of Occupancy

Collinsville City Ordinance #574

Date of Application: _____ **Permit #** _____

Residential **Commercial** **(Check One)** **Sent to Inspect** _____

Name of Occupant: _____ **Date PASSED** _____

Phone#: _____ **Contact customer** _____

Street Address of Property to be occupied: _____

Mailing Address: _____
(Of Occupant) _____

Total of all Fees: \$100.00 **Date Paid:** _____

- A Certificate of Occupancy must be issued on all buildings/structures in all zoning districts when a new occupancy occurs, or occupancy changes. This requirement also applies to new construction and/or remodeled buildings/structures.
- Certificate of Occupancy must be obtained before the utilities are turned on and the building/structure is occupied.
- The fee for the Certificate of Occupancy inspection may be paid by either the landlord or the tenant.
- The fee for this Certificate of Occupancy inspection is one hundred dollars (\$100.00).
- The provisions of this section of this ordinance are designed specifically to provide for the safety and well-being of the tenants who are to occupy said buildings.
- The City Council will appoint a designee to issue a written list of violations that must be corrected before the property may be occupied by a tenant; or will instruct in writing the City Secretary to issue the Certificate of Occupancy as soon as the property has been inspected and found to be suitable for occupancy.
- If the initial inspection finds the property does not pass the safety inspection, the designee appointed to inspect the property will issue a list of repairs that must be completed before the Certificate of Occupancy is issued; when the repairs are completed, the designee will re-inspect the property and if the repairs are in order, will issue the Certificate of Occupancy.
- If the repairs are not in order after the re-inspection of the property, an additional Certificate of Occupancy inspection must be applied for and the fee for the additional inspection and/or any other additional inspections made until the building passes the inspection is one hundred dollars (\$100.00).
- A landlord or property owner may request temporary service, for a period not to exceed ten (10) days, in order to complete any minor repairs and any cleaning of the property or building that may be needed. No one may occupy the property until a Certificate of Occupancy is issued.

Applicant Signature: _____