



DEPARTMENT OF LAND USE AND ECONOMIC DEVELOPMENT

10025 Bunkum Road, Fairview Heights, Illinois 62208 Phone: (618) 489-2060

RESIDENTIAL OCCUPANCY PERMIT APPLICATION

Pursuant to Section 15-1-19(A) of the Municipal Code no residential or non-residential property shall be occupied or used until an occupancy permit has been issued by the City of Fairview Heights. Any false statement or misrepresentation of facts on this application may result in the revocation of the Occupancy Permit.

APPLICANT INFORMATION

Name: _____

Phone Number (required) _____ E-Mail (required) _____

PERMIT INFORMATION

- ☐ New Occupancy (\$50) ☐ Change of Life (Birth, Marriage, etc.- \$0)
☐ Change to Existing Occupancy Permit * (\$20) *must provide official certificate
☐ Re-issuance (within 12 months of an initial inspection - \$10)

TENANCY:

- ☐ Owner-occupied
☐ Rental. *If this is a rental property, complete the following sections:*

(Landlord name, address, phone) _____

Tenant acknowledgement (please initial)

_____ I understand that the City of Fairview Heights may provide the landlord/representative with a copy of the occupancy permit and/or this application.

_____ I understand that no changes may be made to the occupancy permit issued by the City of Fairview Heights for this address without the authorization of the landlord/representative.

PROPERTY ADDRESS _____

OCCUPANT INFORMATION: (use back if needed)

Name	Age	Relationship to Applicant

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this application is truthful to the best of my knowledge.

Name (printed)

Signature

Date