

**APPLICATION FOR OCCUPANCY PERMIT**

Village of New Baden

1 East Hanover St, New Baden IL 62265

Phone: (618) 588-3813 fax (618) 588-7105 www.NewBadenIL.com

**Instructions:** Please complete application and return it to New Baden Village Hall with the required fee.

The fee for the Occupancy Permit Inspection is \$50.00. Applicants shall receive one (1) re-inspection at a rate of \$25.00. The fee for any subsequent inspections shall be equal to the original permit fee.

**If property is occupied before a permit is issued the inspection fee will be \$100.00 and one (1) re-inspection fee of \$50.00. The fee for any subsequent inspections shall be equal to the original permit fee.**

This fee must be paid prior to the inspection at Village Hall or at the time of the inspection. Contact the Chief Building & Zoning Official to set up your inspection appointment.

Date: \_\_\_\_\_

Address of Building: \_\_\_\_\_

Present Owner(s): \_\_\_\_\_

Proposed Tenant(s): \_\_\_\_\_

Please check one: Rental \_\_\_\_\_ Sale \_\_\_\_\_ New Construction \_\_\_\_\_

Application made by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Proposed occupancy date: \_\_\_\_\_

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Office Use Only

Date application received: \_\_\_\_\_ Fee paid: \$ \_\_\_\_\_ Check#/Cash: \_\_\_\_\_

Date application forwarded to Inspector: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To schedule an appointment, please contact Jerry Green, Chief Building & Zoning Official:  
(618) 588-3813 ext. 4, 8:30 a.m. – 4:00 p.m., Monday - Friday