

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: _____

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