

This permit is only good for paint, carpet, minor repairs  
 Building Permit needed for electric, plumbing, decks, and  
 roofs

## Application for Temporary/Interim Occupancy Permit

PROPERTY INFORMATION:		
<p><b>Temporary Occupancy Permit:</b> The owner of a property may apply for a temporary occupancy permit for the purposes of remodeling, rebuilding, or repairing the structure prior to occupancy so that utilities may be supplied in order to perform the work. No person shall reside in the structure unless and until a permanent occupancy permit is obtained.</p> <p><b>Interim Occupancy Permit:</b> For rental properties, Landlords and property owners may obtain an interim permit to maintain utility service, if necessary, between periods of tenancy when no one resides in a structure. The interim occupancy permit may be issued for ninety (90) days, with the building zoning administrator being allowed for good cause shown to continue the interim occupancy permit for one additional ninety (90) day period.</p> <p style="text-align: center;"><b><u>There is no charge for this permit.</u></b></p>		
<p><b>Occupancy Permit(circle):</b></p> <p style="text-align: center;">Temporary            or            Interim</p>		
Address:		Unit/Apt#:
City:	State:	Zip:
OWNER/AGENT INFORMATION:		
Name:		Phone:
Mailing Address:		
City:	State:	Zip:
Agent Name:		Phone:
Mailing Address:		
City:	State:	Zip:

I, the undersigned, hereby designated the above authorized agent(s) to act in my behalf in regards to the properties listed on this Agent Designation Form for the purpose of apply for the and obtaining Occupancy Permits, as a contact for code enforcement issues of any property listed and for emergency contact on the behalf of the Village of Godfrey Police and Fire Departments. Any notice served to an Authorized Agent will serve the same purpose as serving me personally. I agree to conform to all ordinances of the Village of Godfrey, and will immediately update this Agent Designation Form upon the change in status of any listed agent or property.

Signature of Applicant:		Date:
Date Issued:	Date Expired:	
Signature of Inspector:		Date:

**113.4. Violation and penalties and cost reimbursement:** Any person who shall violate a provision of the building code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of the building code, shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine as provided by [section 1-10](#) of the Godfrey Code of Ordinances. Each day that a violation continues shall be deemed a separate offense.

Any contractor, roofer, or person who begins work on a building or structure, not owned by such contractor, roofer or person, to erect, construct, alter or repair any building or structure that is required to have a building permit issued pursuant to any building code provision as adopted by the Village of Godfrey and specifically by [section 18-31](#) the International Building Code of 2009; [section 18-181](#) the International Property Maintenance Code of 2009; or [section 18-280](#) of the International Existing Building Code of 2009, all as adopted by the Godfrey Code of Ordinances, shall be required to pay \$250.00 to the Village of Godfrey in addition to the required building permit fee as reimbursement for code enforcement to the Village of Godfrey before a building permit will be issued by the Village of Godfrey, and if said \$250.00 fee is not paid no building permit shall be issued. It shall be the obligation and duty of the contractor, roofer or person providing services in constructing, altering, or repairing and building or structure to assure that a building permit has been issued before commencing any work. This **\$250.00 additional fee is not deemed to be a fine or penalty**, but a charge for the reasonable costs of enforcement by the Village of Godfrey of its code provisions related to building permits.