

Village of Godfrey
Building and Zoning Dept.
6810 Godfrey Road
Godfrey, IL. 62035
(618) 466-1206

Application for Emergency Temporary Occupancy Permit

Cost of Application: \$35.00

PROPERTY INFORMATION:

Property to be inspected (circle) Rental Own

Address: _____

Occupancy Permit Number: _____

Temporary Occupancy Permit: This temporary occupancy permit will ensure all transfer of utilities from Seller to Buyer. Seller is responsible for satisfactory occupancy inspection. Any deficient items found by inspector will be corrected by the Seller at the Seller's expense. There is a \$250.00 fine for no inspection, plus legal action. Inspection fee to be paid by Seller or Seller's designated agent prior to issuance of temporary permit. **All inspections to be scheduled when the Village of Godfrey has re-instated inspections.**

Occupancy Permit (circle): Seller Landlord

Name:

Address: Unit/Apt#:

City: State: Zip: Phone:

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 applying for 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:

Building and Zoning Administrator: Date Issued:

Paid Amount: Date Paid: