



# RESIDENTIAL OCCUPANCY PERMIT APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281-7144 x 105

*THIS BOX STAFF USE*

Application #		Occupancy Permit #			
RECEIPT OF (\$27.50) OCCUPANCY FEE IS HEREBY ACKNOWLEDGED.	Credit Card		Check #		Cash

**A. Location of Residence**

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

**B. Occupancy Permit Holder**

**Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Are you renting or purchasing?                      **Renting**                                      **Purchasing**

**This property is (check one):**  
No charge for newly built only.                      **Newly Built**                                      **Under 5 yrs.**                                      **Over 5 yrs.**

Anyone occupying the premises for which this permit is issued must be named below, **including yourself**. Any person not named below who moves to these premises is violating the law unless an occupancy permit is applied for and issued in his or her name. (If more space is needed, please attach additional names/relationship or write on the back of this form.)

Name	Relationship
_____	Permit Holder/Self
_____	_____
_____	_____

Occupancy Permit Holder Signature	Date
-----------------------------------	------

**C. Property Owner / Authorized Owner Agent Information – IF DIFFERENT THAN ABOVE**

**Name:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Property Owner / Authorized Owner Agent Signature	Date
---	------

*THIS BOX STAFF USE*

Unconditional	<input type="checkbox"/>	Conditional	<input type="checkbox"/>	Conditions of Occupancy <small>See attached.</small>	# of Permitted Occupants _____
_____				Date	