



# OCCUPANCY INSPECTION APPLICATION

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

**Inspection Fee:** A fee of \$83.50 must be paid by the applicant upon submitting an inspection application to the City Clerk's Office before an inspection can be scheduled. The City of Columbia allows 1 inspection and 1 re-inspection. If the property needs more than two inspections you will be asked to pay the re-inspection fee of \$83.50.

Inspector:		Application #	
Inspection Date:	Time:	Re-inspection Date:	Time:

**A. Location of Residence**

Address: \_\_\_\_\_ Residential Commercial

Is this a rental property? Yes No Is the Property: Newly Built Under 5 yrs.

Check One: House Apartment Condo Duplex Other \_\_\_\_\_

**B. Property Owner**

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

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

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

**C. Owner Representative/Applicant (if different from above)**

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

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

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

I am completing this application as: (Check One) Real Estate Agent Other \_\_\_\_\_

**Disclosure Agreement**

I have the authority to complete this form as a representative of the property to be inspected and can provide access to the property to be inspected. I also understand that inspections are only good 1 year from date of passing.  
**INCOMPLETE APPLICATIONS WON'T BE REVIEWED AND WILL BE VOID.**

Property Owner / Authorized Owner Agent Signature	Date
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(This box and following pages to be completed by city staff.)

Bedroom #1	x	=	s.f.
Bedroom #2	x	=	s.f.
Bedroom #3	x	=	s.f.
Bedroom #4	x	=	s.f.
<b>Total</b>		<b>=</b>	<b>s.f.</b>

Legal Occupancy #	
	Bedrooms
	People

Unconditional  Conditional – (See Comments for Details)

Comments: \_\_\_\_\_

Inspector Approval \_\_\_\_\_ Date \_\_\_\_\_