RESIDENTIAL OCCUPANCY INSPECTION APPLICATON

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

Inspection Fee: A fee of **$85.00** 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 **$85.00**.

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

A. Location of Residence

Address: _____

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**

(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.
	Total	=	**s.f.**

Legal Occupancy #	
	Bedrooms
	People

☐ Unconditional ☐ Conditional – (See Comments for Details)

Comments: _____

_____

_____

Inspector Approval Date