

City of Madison

Application for Occupancy Inspection / Permit

Please complete this form and bring it into the City of Madison along with a copy of your lease agreement, with a valid Drivers license or State ID and \$ 60 (cash) . All documents required before the inspection will be scheduled, If you have any further questions Please call the Building and zoning department at 618 - 876 - 6268

Property Address	Today's Date
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Owner / Landlords Name			
(Utilities Must Be In This Name)	First Name	Last Name	Phone Number

Head of Household			
First Name	Last Name	Phone Number	

Place of Employment	Previous Address
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Renters / Occupants List everyone that will live in the residence Everyone 18 & Over must have a Valid I.D.

First Name	Middle	Last Name	Relationship	Age	Sex

Total # of Adults	Total # of Children	Total # of People in Household
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Ordinance # 885 Article VI Section 6:033
 It is unlawful for any person to knowingly make any false statement in his/her application for any occupancy permit as to the name ages, relationships or number of occupants who will occupy the premises for any reasons, which the respective permits are requested.
 I, have read the above statement and understand the contents and certify that I as the proposed occupant and that the answers contained herein are true and accurate to the best of my knowledge and belief. **Money is Non Refundable per Ordinance # 1389**

Signature of Applicant	
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Must be Signed in Front of Clerks at City Hall or Notorized

For Office Use Only		
Valid Landlord License	Trash Meter #	Balance Due
Receipt of \$ 60 Cash By	Power On	Receipt Number
Number of Rooms in Unit	Levels of Property	Number of Bedrooms

1st Date Failed
2nd Date Failed
3rd Date Failed (\$ 25 Fee)

Approval Date :
