

**Commercial**  
**Occupancy Permit Application**

BOROUGH OF EDWARDSVILLE  
OFFICE OF CODE ENFORCEMENT & BUILDING INSPECTION  
COMMERCIAL: \$150.00 PER UNIT

Permit# \_\_\_\_\_

Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Units: \_\_\_\_\_

ZONING CLASSIFICATION OF PROPERTY:      R-1   R-2   R-3   C-1   C-2   I

Space/Unit# \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Owner/Agent of Building: \_\_\_\_\_

Square footage of space \_\_\_\_\_ Do you rent \_\_\_\_\_, own \_\_\_\_\_, or lease \_\_\_\_\_ this space?

Ownership:    Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Non Profit \_\_\_\_\_

Mixed Use (Check all that apply)    Retail \_\_\_\_\_ Office \_\_\_\_\_ Restaurant \_\_\_\_\_ her (Describe) \_\_\_\_\_

New Business? \_\_\_\_\_ Change of Business \_\_\_\_\_ New Building \_\_\_\_\_ Ownership change \_\_\_\_\_

Location Change? \_\_\_\_\_ If so, previous address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Former business at this address \_\_\_\_\_

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

2 local names and phone/cell phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours: **MUST BE EMERGENCY CONTACT INFORMATION!**

1. Name: \_\_\_\_\_ Cell/Phone# \_\_\_\_\_

2. Name: \_\_\_\_\_ Cell/Phone# \_\_\_\_\_

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

**This is an application and receipt. This is not a permit to occupy the building.** Please allow 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call (570) 288-6484 or (570) 288-4604. Calls will be returned within 24 hours if the inspector is not in.

Signed: \_\_\_\_\_ **COST OF PERMIT IS \$** \_\_\_\_\_

Print: \_\_\_\_\_ **Payable to: Borough of Edwardsville**

Telephone Number: \_\_\_\_\_