

Village of Valmeyer
260 Knobloch Blvd.
Valmeyer, IL 62295

Phone: (618) 935-2131
Fax: (618) 935-2299
Email: villagehall@valmeyerillinois.com
Website: www.valmeyerillinois.com

Occupancy Permit Application

Application Date _____ Occupancy/Sell Date _____

Name _____ () Seller () Buyer () Renter () Landlord

Address _____

Phone _____ Email _____

Applicant Signature

If Applicant is the Seller or Landlord, please provide the following information:

New (seller)/(current) Address _____

City _____ State _____ Zip _____

New Occupant/Tenant _____

Phone _____ Email _____

Has buyer/renter ever lived in Valmeyer under another name () YES () NO?

If YES, under what name(s)? _____

Number of people living at residence _____ Number of bedrooms _____

An electrical and structural inspection are required to obtain an Occupancy Permit. The fee is \$150.00 payable to the Village of Valmeyer for the two (2) inspections. A checklist is included with this application to assist in preparing for the inspections. In the event either or both inspections FAIL, the Occupancy Permit will be denied until the deficiencies are corrected and the additional inspection fees of \$75.00 per failed inspection are paid. Inspections will not be ordered until the fees are paid. The Village of Valmeyer contracts inspections out to the Monroe County Building Inspectors. They will not perform any inspections without signed permission from the Village of Valmeyer Zoning Administrator. Please work directly with the Village of Valmeyer to coordinate your inspections.

I hereby certify that I have read and understood the terms of this Occupancy Permit Application.

Seller Signature

Buyer Signature

Renter Signature

Landlord Signature

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

() APPROVED () DENIED PERMIT FEE _____ PERMIT # _____

INSPECTION FEES COLLECTED _____ DATE _____

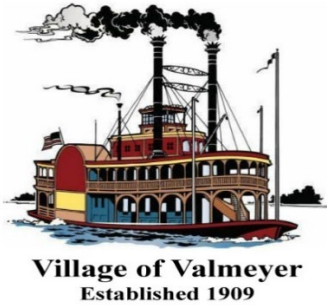
Electrical Inspection () Pass () Fail Electrical Re-inspection () Pass () Fail

ADDITIONAL FEES COLLECTED _____ DATE _____

Structural Inspection () Pass () Fail Structural Re-inspection () Pass () Fail

Zoning Administrator Signature

Date



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Occupancy Permit Inspection Checklist

<i>Exterior Property Areas</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
No unused objects of equipment			
Free of garbage & debris accumulation			
Derelict Vehicles / unlicensed			
Weed / grass mowed & trimmed 8"			
Gutters & Downspouts / no leaks			
No conditions to promote insects / vermin			
Fences & Walls in good condition			
Exterior receptacles GFI protected			
Yard graded away from structure			
Unattached buildings in good repair			
<i>Exterior of Structure</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
Decks, porches, balconies in good condition			
Stairs in good condition			
Guardrails & handrails secure & maintained			
Foundation in good condition and free of openings			
Exterior walls in good condition / painted / weather-tight & rodent proof			
Basement entrances (hatchways)			
Siding, soffit, fascia in good condition (painted)			
Roof structure in good condition			
Window & door frames in good condition			
Chimney are maintained, sound and in good repair			
Handrail on any stairs with four risers			

<i>Ventilation</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
Every bathroom will have a window and, or a mechanical venting system			
Clothes dryer to be vented per manufacturers recommendations			
<i>Interior of Structure</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
All wall surfaces clean and sanitary			
Stairs, landing & walking surface in sound condition & good repair			
Handrail on any stairs with four risers			
The interior will be clean and sanitary			
No garbage or rubbish allowed			
Interior is free of insects and rodents			
<i>Light</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
Sufficient light required so not to endanger health & safety			
<i>Plumbing Facilities & Fixtures</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
Private area for water closet			
Fixtures are installed properly and in working order			
Flooring shall be a smooth, hard, non-absorbent surface, clean & sanitary			
Walls around tub are sound and impervious to water			
<i>Mechanical Facilities</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
All appliances to be properly installed and maintained in safe working condition			
All fuel burning equipment and appliances to be connected to an approved vent			
Combustion air must be provided to such appliances			
<i>Electrical</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
No visible signs of frayed, exposed, burnt insulation / unprotected wiring			
Electrical outlets are properly installed covered and in good working condition			
No dangerous conditions look to exist inside any panel box			
GFI outlets or breaker(s) for areas enforced by code (exterior / wet areas)			

<i>Fire Safety</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
Egress doors to be made without the need for keys or special knowledge or effort			
Smoke alarms in each bedroom and in the immediate area outside of the bedrooms			
Smoke alarm on each floor of building including basement			
Carbon Monoxide detector within 15 feet of the bedrooms			
<i>Doors & Windows</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
All windows to have proper hardware and be in working order			
Doors and windows are properly sealed			
Exterior locks must function properly			
<i>Miscellaneous</i>	<i>Pass</i>	<i>Fail</i>	<i>Comments</i>
No marking, carving or graffiti on any exterior surface			
Downspouts discharge at least 5 feet from building			

Number of Bedrooms _____

Size of Bedrooms 1. _____ 2. _____ 3. _____ 4. _____

Number of Bathrooms -----

Any other imminent health or safety issues found during inspection:

No Permit will be issued until ALL repairs are complete and re-inspected unless a Conditional Permit is issued. Conditional Permits are at the discretion of the Building Inspectors and the Village of Valmeyer.
