

Village of Roxana
 Application for Residential Occupancy Permit (Fee-\$75.00)
 Application for Residential Water Service Deposit (Fee-\$80.00)

Application Date: _____ Receipt Number: _____ Report Number: _____

Address of Residence: _____ Apt # _____ Email Address _____

Total number of rooms: _____ Total number of bedrooms: _____ Basement: Yes/No

Do you wish the Public Safety Department be aware of any special needs for any of the residents?

Occupants Names F/M/L	Date of Birth	Special Needs

Owners Name F/M/L	Address	City, State, Zip	Telephone

In accordance with Ordinance 812 of the Village of Roxana it is unlawful for any person to occupy or for any owner or agent to allow another person to occupy any dwelling unit unless the Occupancy Administrator has issued a valid occupancy permit. Violation of the Code could result in fines of \$50.00 to \$500.00 per day.

Village of Roxana Ordinance requires a water deposit for each residence.

I, _____, have read the above and affirm that the statements made in the application are true to the best of my knowledge and agree to conform to the Ordinances of the Village of Roxana.

Signature

If you do not agree with the inspection you may appeal the decision to the Village Board. The Appeal Form is available from the Village Clerk.

Office Use Only

Inspection Date: _____ Time: _____ Inspector: _____

Inspection beginning time: _____ Inspection ending time: _____

Date Approved: _____ Temporary Permit Expires: _____

Date of Water Deposit _____ Cash/Check Amount _____ Check # _____

Meter # _____ Customer #: _____ Move in Date: _____

Meter Reading: _____ Date of Meter Reading: _____ Initials: _____

Occupancy Administrator Signature: _____ Date: _____