

CITY OF BELLEVILLE –

HOUSING INSPECTION PROGRAM

Questions & Answers

1. When must an “Occupancy Permit” be obtained?

According to the Housing Code as approved by the City of Belleville, an “Occupancy Permit” (Certificate of Occupancy) is required at the time that a person or family moves into a residential dwelling unit within the corporate limits of Belleville.

2. Who must obtain the “Occupancy Permit”?

The person(s) moving into the resident being a tenant or a homeowner must obtain the “Occupancy Permit” before the unit can be occupied.

3. What is the cost of obtaining the “Occupancy Permit”?

There is a \$50.00 fee for each “Occupancy Permit” issued by the City, which is valid as long as the person(s) listed on the permit continue(s) to occupy the premises. If there is a change in the number of people residing in the residence, this information needs to be provided to the City so the “Occupancy Permit” can be updated.

4. What information do I need in order to obtain an “Occupancy Permit”?

***RENTAL:** The occupant must provide proof from the owner or owner’s agent that you are the tenant and authorized to move into the housing unit and the number of occupants allowed. Documentation can include a copy of the lease or letter from the owner stating that the property is to be leased or rented and other specifics.*

***BUYING:** The occupant must provide proof of purchase of the property such as a signed contract or a “FINAL SETTLEMENT STATEMENT” after closing.*

In addition, the occupant applying for the “Occupancy Permit” must present a photo I.D. (i.e. Driver’s License, State Identification Card, Employee Identification Card, etc.). The occupant must provide information on each of the occupants, including relationship to the head of household, age and sex.

*The “Occupancy Permit” must be applied for in person at the Health, Housing, Building & Zoning office located at **213 South Illinois, Belleville, Illinois 62220. Hours of operation are Monday – Friday, 8:00 a.m. to 5:00 p.m.***

5. Under what conditions will the City refuse or deny an “Occupancy Permit” to be issued or revoked?

The City can deny the issuance of an “Occupancy Permit” for several reasons, including:

- *The housing unit having been inspected and found to be in violation of minimum health and safety standards.*
- *Failure of the tenant to obtain documentation from owner regarding authority to occupy housing unit.*
- *Housing unit too small for number of occupants.*
- *Past due bills for sanitary sewer fees, trash collection, etc.*
- *No current housing inspection at the time the permit was applied for.*

The City can revoke an “Occupancy Permit” if more occupants than what is stated on the permit actually occupy the premises and in instances any false statements or misrepresentation of facts in applying for the “Occupancy Permit”.

Furthermore, an “Occupancy Permit” shall be invalid if the occupancy is not commenced within six (6) months after issuance of the permit or if the occupancy is terminated.

6. When is a housing inspection required by the City to obtain an “Occupancy Permit”?

The City requires a housing inspection to be conducted on all residential units (i.e. houses, apartments, mobile homes, etc.) before the unit can be occupied. An exception to this is if the house is less than 5 years old or in the event the housing unit had been inspected within the past year and found to be in compliance with the City’s Housing Code.

7. What is the cost of the housing inspection and who should arrange for the inspection?

The cost of the inspection, which is conducted by the City Housing Inspection staff, is \$60.00 that must be paid five (5) working days prior to the date of the inspection. If the housing unit is a rental property, the owner or the owner’s agent should contact the City to arrange for the Housing inspection. If the occupant is purchasing the residential property, the seller or the seller’s agent must schedule the inspection and pay the inspection fee.

8. If the housing inspection shows violations exist, can the unit be occupied before the violations are corrected?

Before a housing unit can be legally occupied, all violations/deficiencies found must be corrected and a reinspection conducted. Once the housing unit is found to meet the minimum requirements, a “Certificate of Compliance” is issued which is required before an “Occupancy Permit” can be issued.

9. If I don't have an "Occupancy Permit" can I still get power and utilities turned on?

Most of the residential property within Belleville is in the Ameren IP Company territory. Since January 1, 1997, Ameren IP has required customers that call in with a request to establish electric/gas service for a resident to provide evidence that they have secured the required "Occupancy Permit" before an order is issued to make the connection.

In the event that the customer has not secured the permit, they will be instructed by the Ameren IP Customer Service representative to contact the City Housing Inspection Office before the service order can be taken.

10. How will the City coordinate the issuance of "Occupancy Permits" with Ameren IP?

At the time an "Occupancy Permit" is issued, the occupant will be given a sticker, which must be affixed to the electric meter box. This sticker will have the address and the date that the "Occupancy Permit" was issued. The occupant is then advised to contact Ameren IP to establish service. The sticker must be placed on the meter before Ameren IP will establish service.

The sticker is valid for ten (10) working days only. Should the tenant not arrange for the service to be established within that time period, Ameren IP crewmen WILL NOT connect service without notification to the City.

11. What are the penalty provisions for not complying with the City of Belleville Housing Code Program?

The City Administration is aggressively enforcing the Property Maintenance Code throughout the community. The Code does provide for penalty provisions to ensure that compliance is achieved. Any owner or occupier of any premises violating the code shall be subject to a fine of \$100.00 with each day the violation exists considered a separate offense.

FOR FURTHER INFORMATION ON THE HOUSING INSPECTION PROGRAM CONTACT:

**Health, Housing, Building & Zoning
213 South Illinois Street
Belleville, IL 62220
(618) 233-6817 ext. 243 or 245**