

Certificate of Occupancy – NOT AVAILABLE TO FILE ONLINE

- **Departments:**Planning & Development
- **Categories:**City Permits
- **Phone:**[\(217\) 228-4515](tel:217-228-4515)

Description:

A Certificate of Occupancy is the final document issued by the Inspection Office to notify the owner, owner's agent or contractor in writing that the project for which a building permit has been issued meets all construction related codes and uses.

Application:

The Certificate of Occupancy is issued by the Department of Planning and Development, Inspection Office, located at 706 Maine Street, 3rd floor, City Hall Annex.

Requirements:

No building or structure may be lawfully used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until a Certificate of Occupancy has been issued.

Permit Fee Schedule:

\$100 if a building permit is otherwise not required.

Permit Issuance:

After the final inspection, when it is determined that the building, structure, and use complies with all code regulations and city ordinances, as adopted, the Certificate of Occupancy will be issued.

For More Information:

Michael Seaver, Building Official/Director of Inspection & Enforcement
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