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Division IX Occupancy Permits

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ARTICLE 1 ESTABLISHMENT OF OCCUPANCY PERMITS DIVISION

Section 1-1 PURPOSE

The Village of Caseyville, concerned for the general welfare, health and safety of its residents hereby establishes an Occupancy Inspection and Permit. Any structure or dwelling unit that changes ownership or changes occupants shall be inspected and found to be in compliance with all appropriate codes and ordinances of the Village of Caseyville. These codes include but are not limited to the Zoning Ordinance, Building Code, Plumbing Code, Electrical Code, and the Property Maintenance Code.

Dwelling units are inspected for occupancy under the Property Maintenance Code as well as, all other applicable codes and ordinances. Non-dwelling units are inspected for occupancy under all applicable codes and ordinances of the Village of Caseyville.

1-1.1 Any structure of dwelling, rented, leased, or purchased, after the effective date of this Ordinance, shall not be used or occupied in whole or in any part until a Certificate of Occupancy has been issued by the Administrator or his designated representative. Said Certificate shall be required each time there is a change of owners or tenants of any structure or dwelling unit.

1-1.2 The owner/applicant will apply for a permit at the Village Hall. The application shall have the following information for the Village to proceed with inspections. At a minimum the following information shall be supplied:

- (a) Owner(s) name, address and drivers license number,
- (b) Owners day-time phone number,
- (c) Renter/lessee name, current address and drivers license number,
- (d) Names and relationship of all occupants,
- (e) Property address, Permanent Parcel ID Number of property to be inspected,
- (f) First inspection date and time, and
- (g) Additional inspections (if needed).

1-1.3 If the property for which the Occupancy Permit is applied for has any water fees still owed the Village from previous occupants of said property those fees must be paid in full along with the Occupancy Permit fee. If the property for which the Occupancy Permit is being applied for has sewer service available and has not been connected, the sewer line must be connected and tap-on fees paid. No Occupancy Permit will be granted until these matters are taken care of and approved by the Superintendent of the Water/Sewer Department as well as approval from the Administrator. All decisions may be appealed to the Board of Trustees.

1-1.4 No dwelling unit may be occupied by more than the maximum number of occupants as determined under the provision of the Property Maintenance Code, or by persons not specifically listed on the Occupancy Permit Application. Any person, firms, or corporations found to be in violation of this provision shall be subject to fines provided for in subsection 1-1.9. Each occupant over the maximum number of occupants as determined under the provisions of the Property Maintenance Code shall constitute a separated violation and each day shall constitute a separate violation as set forth in subsection 1-1.9.

1-1.5 The fee for an Occupancy Permit shall be set by Ordinance. Said ordinance providing the Schedule of Fees for the Village of Caseyville, Planning and Zoning Department.

1-1.6 The failure of an Occupancy Permit inspection shall require the owner(s) to remove, replace, and/or repair any deficiencies noted by the Inspector.

1-1.7 The failure of an Occupancy Permit inspection shall mean that the property SHALL NOT BE OCCUPIED, in any manner until such time as the property passes an Occupancy Permit inspection and a Certificate of Occupancy is issued.

1-1.8 Should a property fail it's first Occupancy Permit inspection and a subsequent inspection, no further inspections will be made until an additional inspection fee, as provided by Ordinance is paid. Said ordinance providing the Schedule of Fees for the Village of Caseyville, Planning and Zoning Department.

1-1.9 Any person, firms, or corporations who violate, disobey, omit, neglect or refuse to comply with or who resist the enforcement of this Ordinance, shall be fined not less than One Hundred Dollars (\$100) nor more than Seven Hundred and Fifty Dollars (\$750) for each violation. Each day a person, firm, or corporation is in violation of this Ordinance, shall constitute a separate violation.

1-1.10 Within the discretion of the Zoning Administrator, when a structure or dwelling unit has been damaged by fire, wind or other causes, or has become unsafe, unsanitary or otherwise not suitable for human habitation, so that life or health is immediately endangered by the occupation of the structure or dwelling, then the Zoning Administrator may revoke any occupancy permit for the structure or dwelling. Along with any such revocation, the Zoning Administrator shall issue a corrective action order which requires all persons to immediately vacate the structure or dwelling and requires corrective measures to make the structure or dwelling safe and fit for human habitation. A person aggrieved by the corrective action order may appeal to the Zoning Board of Appeals (See: Division I Section 1-10), but while such appeal is pending, the corrective action order must be complied with or will result in separate violations of this Code. Unless an appeal has successfully been taken, failure to obey a corrective action order shall result in the imposition of penalties and/or court action, if necessary. (See: Division I Section 1-7).

ARTICLE 2 PROPERTY MAINTENANCE CODE ADOPTION

The International Property Maintenance Code, 2003, published by the International Code Council, Inc. as amended from time to time, is hereby adopted as the Property Maintenance Code for the Village of Caseyville, Illinois. Every provision of the International Property Maintenance Code, 2000, as amended from time to time, is hereby made a part of this Development Code as if fully set out herein, except that any reference to "permits" shall be construed to mean Initial Certificates of Code Compliance (See: Division I, Section 1-3); any reference to "occupancy permits" shall be construed to mean Final Certificate of Code Compliance (See Division I, Section 1-4). Applicable fees are set forth in by separate Ordinance, as amended from time to time.