

# CERTIFICATE OF COMMERCIAL OCCUPANCY REVIEW



City of Belleville  
101 South Illinois Street  
Belleville, IL 62220

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*APPROVAL OF COMMERCIAL OCCUPANCY BY THE CITY OF BELLEVILLE IS REQUIRED  
BEFORE THE OPERATION OF ANY BUSINESS.*

1. The application of Commercial Occupancy, application fee, and supporting documents must be submitted in its entirety to be accepted for processing.
2. A total fee of one hundred dollars (\$100.00) is due at the time of the application submittal. This application fee covers the first inspection and re-inspection. If occupancy cannot be granted after the first inspection and re-inspection; a new application, supporting documents and application fee must be submitted.
3. A Site Plan is required when submitting an application of Commercial Occupancy. If applicable, copies of the Lease Agreement and Sales Tax Certificate are also required during application submittal.
4. A Business License may also be required before any operations of business. The application of Business License is required during application submittal. The annual fees associated with Business Licenses will be explained prior to permit approval (fees vary.) This annual fee must be paid prior to business operations.
5. The submittal of an application is not an approved permit. After an inspection by the City of Belleville Fire & Building departments, including other required departments have been completed, and all City Code requirements have been satisfied, a permit and/or a Business License may be issued. Occupancy of the building prior to approval of the permit is prohibited.
6. The application of Commercial Occupancy and any supporting documents will expire in sixty (60) days from date of submittal.
7. All fees are non refundable.
8. Any outstanding debts owed to the city must be paid in full before any permits and/or licenses will be issued.