



Health, Housing & Building Department
2300 West Main St.
Building M, Suite M113
Belleville, IL 62226
Phone: 618-233-6817 Email: building@belleville.net

RESIDENTIAL OCCUPANCY PERMIT PROCESS

Before a residence can be legally occupied, a Residential Certificate of Occupancy (Occupancy Permit) must be obtained. To receive a Residential Certificate of Occupancy, an inspection of the dwelling unit must be conducted by the city to ensure that there are no substantial defects and violations of the "Housing Code and Ordinance." If, during the inspection, defects and/or violations are found, they must be corrected before occupancy is permitted. Critical areas of inspection include the electrical and plumbing systems, exterior and interior structural elements and other areas that are readily visible. **Please note: The number of people allowed to live in a dwelling unit is determined by the square footage of the bedrooms. We recommend checking the permissible occupancy number before finalizing leases or sales contracts.**

QUESTIONS

- Q. I am a landlord/property owner/ manager and would like to lease dwelling units in Belleville. What do I need to do?
- A. Thank you for your investment in our community.** In 2013, the City of Belleville implemented its Crime Free Housing Program to "increase the quality of life of residents by partnering the City with owners, landlords and managing agents to decrease the incidents of public safety violations and criminal activity in rental properties." All property owners/landlords/managing agents must attend a Crime Free Housing Seminar, when available. Here are the steps:

Steps For Leasing a Property in Belleville

- Register the dwelling units you intend to lease.** The registration fee is \$30 per dwelling unit. Registrations must be updated every year by October 31st. Failure to update registrations will result in a doubling of fees. Please return the attached Property Registration form to our office. It may be mailed or delivered to our office at the address above.
- Complete the Crime Free Housing Seminar.** You will receive a letter asking you to schedule for an available session.
- Schedule an inspection of the property.** Inspections are \$65 per dwelling unit. NOTE: Inspections are scheduled on a first-come, first-served basis. **We recommend allowing at least three (3) weeks ahead of possible move-in date(s), if possible.**
- Conduct a nationwide background check of your potential tenant.** Please see our list of resources for background checks.
- If the inspection is passed,** provide your tenant with copies of the Crime Free Housing Lease Addendum, the results of the national background check, and a copy of their signed lease. They will need these items to obtain their Residential Occupancy Permit.
- If the inspection is failed,** correct the items provided in the inspection report. Once this has been done, contact our department to schedule a reinspection. Please note that if reinspection is failed a second time, there is a \$50 reinspection fee.

Q. I just leased a house/apartment in Belleville. How do I obtain an occupancy permit?

A. Thank you for choosing Belleville! After you have signed your lease, but before you move in, you must obtain your Residential Occupancy permit. You can obtain your Residential Occupancy Permit by visiting our office at the City of Belleville Public Services Building

When you arrive, you will be asked to provide the following items:

- A paper copy of your Crime-Free Lease Addendum. (Official City Form only)
- A paper copy of the U.S. Comprehensive Criminal Search Verification (Official City Form only)
- A paper copy of your Lease
- \$55 fee

You will be asked to provide the names and dates of birth for all individuals who will reside in the dwelling unit.

Q. I am thinking of/have listed a home for sale in Belleville. What should I know?

A. How exciting! We recommend that you call for a housing inspection as soon as you decide to sell. Having a valid, “passed” inspection can make a difference in sale your closure timeline and issuance of a Residential Occupancy Permit for the new owners. You can schedule an inspection by calling us at 618-233-6817 (select option 1), or in-person at the City of Belleville Public Services Building (See map and address on page 3). If you are using one, we also recommend you contact your preferred REALTOR for additional information and tips regarding listing your property.

Q. I just purchased a home in Belleville. What do I need?

A. Congratulations! If your seller did not already have a residential occupancy conducted, please call us to do so. You can schedule an inspection by calling us at 618-233-6817 (select option 1), or in-person at the City of Belleville Public Services Building (See map and address on page 3). An inspection must be scheduled and paid for prior to issuance of an occupancy permit. Please see below for steps following the inspection:

Inspection Passed

- Signed contract or settlement page
- Names and birthdates of those moving into residence
- \$55 Residential Occupancy Permit fee

Inspection Failed

- You cannot obtain an occupancy permit. All violations must be cleared. Please contact the department and reference your inspection report regarding what must be done. Some corrections may require a permit.
- Once all violations are corrected, call the department to schedule a reinspection.

HELPFUL INFORMATION

All sewer bills for property must be paid and up-to-date to schedule an inspection or receive an occupancy permit.

We accept the following forms of payment: Checks, money orders, cash, and credit/debit cards. Please note, for credit/debit card transactions, there is a convenience fee of 2.75%.

We are open from 8:00 AM – 5:00 PM, Monday through Friday.