

SEE INSTRUCTIONS ON BACK

APPLICATION FOR MOBILE HOME OCCUPANCY CERTIFICATE

Date: _____ Applications # _____

Mobile Home Owner: _____ Phone: _____

Owner Address: _____

Site Address: _____

Park Address: _____

Mobile Home Information

Make/Model: _____

Serial Number: _____ Year: _____

Width: _____ Length: _____ Tipout Dimensions _____

Conditions Excellent Good Fair Poor

Heater Type Gas Electric Oil

Water Heater Gas Electric

Fireplace or Wood Stove Yes No

_____, certifies that all information given is correct, that all

Owners Name (Print)

Pertinent City codes will be complied with in the installation of the mobile home, and that all inspections will be scheduled before issuance of Certificate of Occupancy.

Owners Signature

Building Official

OFFICE USE ONLY

Permit Fee \$ _____ Certificate of Occupancy Issued _____

Date of Inspection (initial): _____

Date of Inspection (clearance): _____

Instructions

1. Owner is to complete form and forward to Inspections Department at;

Inspections Department
200 W. Douglas
Jacksonville, IL 62650

Or by email at mscott@jacksonvilleil.gov

2. Enclose permit fee of \$25.00 payable to City of Jacksonville or call our office at 217-479-4620 to pay with credit card over the phone during business hours Monday-Friday 8:00am to 4:30pm

3. This form and fee must be submitted prior to placement or movement in park.

4. An inspection will be scheduled with owner within 30 days of placement or movement of mobile home.

5. Upon passing inspection, a Certificate of Occupancy will then be issued which shall be permanently placed in a front window adjacent to street.

Any questions please call the Inspections Department at 217-479-4620