

# Property Inspection and Occupancy Permit Program Overview

## Property Inspection Information

To schedule an inspection of all residential and rental properties, contact the Village of Swansea at (618) 234-0044.

- Inspections Fees must be paid at the time of scheduling an inspection.
- All inspections should be scheduled 5 days in advance.
- It is the responsibility of the property owner/ agent to make payment and schedule the required inspection 5 days in advance.
- An inspection shall be valid for a period of one (1) year. The dwelling unit does not have to be re-inspected during that period, even if the occupancy changes.
- Re-inspection fee of fifty dollars (\$50.00) is to be paid when initial inspection fails, or there is no access to the structure. It shall be the responsibility of the property owner/agent to make advance payment before scheduling a re-inspection.
- Inspections results will be email or mailed to the owner/agent.
- Tenants will be allowed to get their occupancy permit 24 hours after the inspection has been done.
- The link to the Swansea Property Maintenance Code is on our website at [swanseail.org](http://swanseail.org).

### Fees, inspection & permit

- Single-Family Residence, Duplexes, Condominiums \$100.00
- Manufactured/Mobile Homes \$75.00
- Multi-Family Structures \$50.00 each
- Re-Inspections \$50.00
- Occupancy Permit \$30.00
- Copy or changing of an occupancy permit \$20.00

## Occupancy Permit Information

Applications for Occupancy Permits can be made by visiting the Swansea Government Center located at 1444 Boul Ave in Swansea Illinois 62226. For all questions related to the Occupancy Permits, please call 618-234-0044.

- Applicants will be required to provide a valid photo ID and one of the following documents:  
A current copy of the lease agreement, sales contract, or closing paper.
- Applicants will be required to list the names and ages of all tenants/occupants.
- To change a permit, we require a photo ID and an updated lease agreement.

Temporary Utility Permit is only for utilities NOT occupancy

- Temporary permits shall require the owner/agent to place all utilities in the owners/agents name and assume financial responsibility for such utilities.
- The temporary permit shall not authorize any person to occupy the premises.
- A temporary permit shall expire upon the issuance of an occupancy permit.