

Village of Swansea - Annual Non Residential use of Property Registration

1444 Boul Avenue Swansea, IL 62226 (618) 234-0044

(May 1st – April 30th) Fee: \$35.00

Important Instructions: To ensure that the purpose and intent of the Swansea Zoning Code is achieved, it is important that non-residential uses of property in the Village be identified. The Municipal Code/Section 20-402 requires that such uses register annually with the Building and Zoning Department. Failure to comply is an Ordinance violation, and is subject to applicable fines and fees. Effective December 15, 2008 the Village requires that all commercial properties be inspected to ensure compliance with Building, Fire and related codes for an existing structure prior to occupancy by every new occupant.

Business/Organization Name: _____

Type of Business or Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Start Date: _____

Web or Email Address: _____

Owners Name: _____

Owners Address: _____

City: _____ State: _____ Zip Code: _____

Owners Phone Number: _____

If a home based company

What Parent company are you working for? _____

Address of Parent Company City, State _____

(If different from above)

Billing Mailing Name: _____

Billing Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Services Provided: _____

Products Sold: _____ Retail _____ Wholesale _____

Type and location of any toxic, flammable or hazardous materials stored at your location? _____

If so, please list _____

Number of Full-Time Employees: _____ Number of Part-Time Employees _____

Illinois Business Tax Number: _____ (Retailers, Service, Use Tax)

Federal ID Number: _____

Do you have a business sign? _____

If a Restaurant, Nursing Home, Etc. - Do you have a grease trap? _____

If yes, please attach a copy of your current grease trap cleaning log.

Do you use a dumpster? _____ If so, Enclosed or Screened? _____

Do you have a storm water detention basin on your property? _____

Please sign back of form and return

Applicant's Signature _____

Applicant's Printed Name _____

Date _____

For Office Use Only

Inspection Fee Paid: _____

Building & Zoning – Notified: _____ Inspection Complete: _____

Fire Department – Notified _____ Inspection Complete: _____

Notified of Occupancy Approval: _____ BY: _____

The fee for this inspection of existing commercial property shall be as follows:

5,000 square feet of floor space or less - \$ 50.00, includes one re-inspection

More than 5,000 square feet of floor space - \$ 60.00, includes one re-inspection

Excess charge for additional inspections - \$ 20.00