



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

Date: \_\_\_\_\_

In compliance with Village of Matteson Ordinance No.: 1645, I hereby request an **EXISTING STRUCTURE OCCUPANCY INSPECTION** for the following address:

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ APT. OR UNIT #: \_\_\_\_\_

**OWNER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS (if different than above): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LISTING REAL ESTATE COMPANY: \_\_\_\_\_

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**BUYER/TENANT INFORMATION**

MARK AN "X" FOR ONLY ONE OF THE FOLLOWING: \_\_\_ BUYER \_\_\_ TENANT

NAME: \_\_\_\_\_ DAY TIME PHONE: \_\_\_\_\_

RELOCATING FROM: \_\_\_\_\_

MOVE-IN DATE: \_\_\_\_\_

**CONTACT FOR SCHEDULING INSPECTION**

NAME: \_\_\_\_\_ DAY TIME PHONE: \_\_\_\_\_

Fees: Single Family: \$60; Single Family with Sprinkler: \$110; Apartment Unit: \$60

**Cash or Checks Payable To: Village of Matteson**  
**We also accept Debit/Credit Cards**