



Town of Normal Inspection Department
Single Family/ Duplex Rental Occupancy License Application

Property Address _____

Owner Information

Name _____

Street Address: _____

City, State, Zip _____

Phone/Fax/E-Mail _____

Agent Information if other than a Person (Trust, Corporation, Partnership)

Name _____

Street Address: _____

City, State, Zip _____

Phone/Fax/E-Mail _____

Maintenance Contact Information

Name _____

Street Address: _____

City, State, Zip _____

Phone/Fax/E-Mail _____

Signature of Property Owner

Date

Fee Schedule:

_____ Single-Family \$50.00 _____ Duplex \$75.00 _____ Transfer Fee \$25.00

The declaration on page two of this application shall be signed by all of the dwelling tenants acknowledging the Town's occupancy restrictions. Failure to provide said attachment shall deem this application invalid and in violation of the ordinance.

Declaration of Occupancy Limits
(Must Be Signed By All Tenants)

Property Address: _____

Term of Lease: _____

Start Date: _____

1. Occupancy (check one)

____ The above-listed property is zoned for single-family use. No more than **two** unrelated people may reside in the premises. (Any number of related family members plus one other person.)

____ The above-listed property is zoned for multiple family use. No more than four unrelated people may reside in the premises.

____ The above-listed property is legally non-conforming. No more than ____ unrelated people may reside in the premises.

2. Basement Occupancy

____ The basement may/may not be used as a sleeping room.

The undersigned acknowledge the foregoing Town of Normal occupancy restrictions, and that a violation of the same can result in fines or other penalties.

Tenant Name:	_____	_____
	Please Print	Signature

Tenant Name:	_____	_____
	Please Print	Signature

Tenant Name*:	_____	_____
	Please Print	Signature

Tenant Name*:	_____	_____
	Please Print	Signature

Tenant Name*:	_____	_____
	Please Print	Signature

* If the number of occupants exceeds two (or four for multiple family zoned property), list the family relationship of the tenants.

Section 15.3-2 Family. In the R-1AA, Single-Family Residence District, R-1A, Single-Family Residence District, and R-1B, Single-Family Residence District, a family is one of the following: One (1) person or two (2) or more persons each related to each other by blood, marriage, or legal adoption, any foster children residing with such person or persons in a "foster family home" as that term is defined in the Illinois Child Care Act of 1969 as amended and an aggregate of not more than one (1) roomer or boarder, whether or not gratuitous, maintaining a common household in a dwelling unit.