



City of Granite City

Building and Zoning Dept. 2060B Delmar Granite City, IL 62040 Phone:(618) 452-6218 FAX:(618)452-6246

Home Sale Occupancy Permit Affidavit

To: Granite City Engineering Department
Fax 452-6246

Fr: _____
Purchaser (Print) Date

Purchaser (Print) Date

We are purchasing the property located at _____ in Granite City
and will be closing the sale on or before _____. We
are requesting that we be issued an occupancy permit number for the purpose of transferring the
utilities (electricity, gas, phone or water) to our names. We are aware that if the sale does not
take place that the permit is void and notification will be made to the Building & Zoning
Department by the buyer's agent. This permit will not be issued until forty eight (48) hours before
closing. (Either Agent may complete this information)

Selling Agency-Agent Contact number _____

Listing Agency- Agent Contact number _____

Agent's signature (Buyer or Seller)

(The buyer must come to the Building and Zoning Department and pick up permit and present a photo ID
as soon as possible after the closing.)