

# Certificate of Completion and Conformance

Please **DO NOT** return this certificate **UNTIL YOUR PROJECT IS COMPLETE.**

- Fill out the four areas marked "X" below
- Permits Valid for One Year from Date of Issuance
- If your permit expires and the project is not complete, please contact the Zoning Office to take steps to renew your permit. Failure to return this certificate or take steps to renew the permit is a violation of the Menard County Zoning Ordinance. To avoid potential prosecution by the State's Attorney's Office, it is imperative to comply with this requirement.

**Zoning Permit #** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

**Parcel Number** \_\_\_\_\_

**Permit Issue Date** \_\_\_\_\_

**Project** \_\_\_\_\_

**Actual Completion Date** X \_\_\_\_\_

**Percent (%) finished on January 1, 2016** X \_\_\_\_\_

I affirm that all work authorized by the above referenced zoning permit has been completed as described in the zoning permit application and in the accordance with all applicable codes and ordinances of Menard County.

X \_\_\_\_\_  
**Signature of Applicant**

X \_\_\_\_\_  
**Date**

## Occupancy Permit

The property described above has been improved in the manner described in the zoning permit application and the improvement is ready for occupancy or use.

\_\_\_\_\_  
**Signature of Zoning Administrator**

\_\_\_\_\_  
**Date**

**When Finished Return To:**  
Menard County Zoning  
PO Box 464  
Petersburg, IL 62675  
(217) 632-5123-Office  
(217) 632-3978-Fax