

## BUSINESS OCCUPANCY PERMIT APPLICATION



Inspection Department  
 2424 15<sup>th</sup> Ave  
 South Milwaukee WI 53172  
 414-762-2222 x133

Permit # \_\_\_\_\_  
 Fee \$75

Business Name:		DBA	
Expected Date of Opening:		<input type="checkbox"/> Required: Floor plan with perimeter dimensions	
Business Address:			
Address mail will be delivered to:			
Describe business type, services, offerings. Use separate sheet if necessary.			
<b>BUSINESS OWNER INFORMATION</b>		<b>PROPERTY OWNER INFORMATION</b>	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Email:		Email:	
Fed ID or EIN No.:			
<b>BUSINESS INFORMATION</b>			
Location of Occupied space (i.e. 1 <sup>st</sup> floor)		Hours of Operation:	
Sq. Footage of Occupied Space:			
Previous Use:		Number of employees:	
No. of Off-Street Parking Stalls:		Estimated Number of Customers Daily:	
Refuse collection location:		On-Site Delivery Location/Frequency:	
<b>IMPORTANT</b>			
<input type="checkbox"/> Before you can open your business, schedule inspections with the following inspectors. A Certificate of Occupancy will be issued once all code-related requirements are met. <b>Building Inspector</b> 414-768-8054 <b>Fire Inspector</b> 414-768-8191 <b>Environmental Health Specialist</b> 414-768-8055 <b>For food, alcohol, salon-type, animal-related</b>			
<input type="checkbox"/> No occupancy is allowed until all necessary inspections are successfully completed <input type="checkbox"/> Permits including building, electrical, HVAC, and plumbing are required for additions and most alterations. <input type="checkbox"/> A separate sign permit is required for all new signage or alterations to existing signs. <input type="checkbox"/> No commercial alteration or signage is authorized by this application. <input type="checkbox"/> Any change in use, owner, or occupancy type shall require a new Certificate of Occupancy.			
_____ Signature of Business Owner		_____ Date	
_____ Signature of Property Owner (Required)		_____ Date	
<b>OFFICE ONLY</b>			
Zoning:	Use is:	Permitted	Conditional
Notes:		Date received	