VILLAGE OF SHOREWOOD HILLS
810 Shorewood Boulevard
Madison, WI 53705-2115
608-267-2680

Office Use Only:
Permit # _____
Filed: _____
Issued: _____

APPLICATION FOR OCCUPANCY PERMIT

TO THE VILLAGE CLERK:

SECTION 1:

The undersigned hereby makes application for a Certificate of Occupancy in accordance with the requirements of s. DSPS 111.1, Wis. Admin. Code and Chapter 10 of the Shorewood Hills Code of Ordinances.

Address of premises to be occupied: _____

Portion of building to be occupied: _____

Parking spaces to be provided: _____ Former occupant: _____

Building Owner: _____
Name Address City, State, Zip

Applicant
(Individual): _____
Name Address City, State, Zip

Home phone: _____ Cell phone: _____ Work phone: _____

SECTION 2:

All applicants – Complete the appropriate portion of the following section commercial, residential, or conditional use.

A. Commercial – Permit fee $75.00

Business name: _____ Business type: _____

Machinery and/or equipment to be installed: _____

Number of employees: Male _____ Female _____ Opening date: _____

Is premise open for inspection? _____ If not, how can a key be obtained? _____

B. Residential – Permit fee $75.00

Number of occupants: Family _____ Unrelated _____ Occupancy Date: _____

Is premise open for inspection? _____ If not, how can a key be obtained? _____

C. Conditional – Permit fee $75.00

Corporate name: _____ Type of use: _____

Machinery and/or equipment to be installed: _____

Number of employees: Male _____ Female _____ Opening date: _____

Is premise open for inspection? _____ If not, how can a key be obtained? _____

SECTION 3:

All applicants complete this section.

I, _____, hereby swear (affirm) the information provided above is true and complete to the best of my knowledge.

_____ _____

Signature Date

RESERVED FOR OFFICE USE

FINAL INSPECTIONS COMPLETED/APPROVED FOR ISSUANCE:

Building Inspector: _____ Date: _____

Heating: _____ Date: _____

Plumbing: _____ Date: _____

Electrical: _____ Date: _____

Fire: _____ Date: _____

Zoning: _____ Date: _____

Board of Zoning Appeals Plan Commission Notes: _____

_____

_____

_____

_____