

Instructions:  
 1) Type or print a separate form for each location.  
 2) Return hard copies to:  
 Greenfield Inspection Services,  
 7325 W. Forest Home Ave  
 Greenfield, WI 53220-3356

## Occupancy Permit Application

Office Use Only

Application No. \_\_\_\_\_  
 Tax Key No. \_\_\_\_\_  
 Date \_\_\_\_\_

PROPERTY ADDRESS (exact street address with ZIP code) | BUSINESS PHONE

BUSINESS NAME | BUSINESS EMAIL

APPLICANT NAME | APPLICANT ADDRESS | APPLICANT PHONE | APPLICANT EMAIL

INTENDED USE

NAICS CODE (REQUIRED - six digit code can be obtained from <https://www.naics.com/search/>) | GREENFIELD OFFICIAL APPROVAL

WHAT SECTION OF THE BUILDING WILL BE USED? (Whole building? Suite number? Floor? Please attach a floor plan) | PREVIOUS USE

PROPERTY OWNER NAME | PROPERTY OWNER ADDRESS | PHONE | EMAIL

DOES THIS BUSINESS: | YES | NO | PLEASE PROVIDE DETAILS ON ALL "YES" ANSWERS

Manufacture Products?

YES

NO

Produce sound in excess of 95 decibels?

YES

NO

Employ more than 15 people at a time at this site?

YES

NO

Assemble or modify products?

YES

NO

Store or use regulated chemicals?

YES

NO

Use underground gas or oil tanks?

YES

NO

Operate between the hours of 10:00 p.m. and 6:00 a.m.?

YES

NO

Deposit fats, oils, grease, or damaging materials in sanitary sewer that could be harmful to the sewer system?

YES

NO

Discharge more than 50 gallons/day clear water into sanitary sewer system?

YES

NO

Discharge water into sanitary sewer system with a temperature greater than 160 degrees Fahrenheit?

YES

NO

Is a State business or professional service license(s) required?

YES

NO

NOTE: A SIGN PERMIT IS REQUIRED FOR NEW SIGNS AND/OR SIGNAGE MODIFICATIONS

**FEES:** Home Occupation

\$50.00

\_\_\_\_\_

New Commercial

\$250.00

\_\_\_\_\_

Existing Commercial w/change in use or occupancy

\$150.00

\_\_\_\_\_

Special/Courtesy Inspection (for commercial purposes)

\$200.00

\_\_\_\_\_

### TOTAL FEES

Payment can be made by cash, check or credit or debit card. If paying by credit or debit card, a 2.5% processing fee will be added to the total permit fee.

NOTE: Operating without an occupancy permit will result in a triple occupancy permit fee

APPLICANT SIGNATURE

DATE

Office Use Only

INITIAL INSPECTION APPOINTMENT:

DATE \_\_\_\_\_ TIME \_\_\_\_\_

INITIAL AND DATE TO SIGN OFF UPON FINAL INSPECTION:

ELECTRICAL \_\_\_\_\_

PLUMBING \_\_\_\_\_

BUILDING \_\_\_\_\_

FIRE DEPT. \_\_\_\_\_

Form emailed to Fire Dept. on \_\_\_\_\_

For Inspections, call Inspection Services at 414-329-5330

Occupancy Inspection appointment is made after all building, plumbing & electrical work, if applicable, is completed

