

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	<h2 style="margin: 0;">Occupancy Permit Application</h2>
	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
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INTENDED USE

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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
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PROPERTY OWNER NAME	PROPERTY OWNER ADDRESS	PHONE	EMAIL
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DOES THIS BUSINESS:	YES	NO	PLEASE PROVIDE DETAILS ON ALL "YES" ANSWERS
Manufacture Products?			
Produce sound in excess of 95 decibels?			
Employ more than 15 people at a time at this site?			
Assemble or modify products?			
Store or use regulated chemicals?			
Use underground gas or oil tanks?			
Operate between the hours of 10:00 p.m. and 6:00 a.m.?			
Deposit fats, oils, grease, or damaging materials in sanitary sewer that could be harmful to the sewer system?			
Discharge more than 50 gallons/day clear water into sanitary sewer system?			
Discharge water into sanitary sewer system with a temperature greater than 160 degrees Fahrenheit?			
Is a State business or professional service license(s) required?			

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

<b>FEES:</b> 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	_____
<b>TOTAL FEES</b>		_____

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

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 \_\_\_\_\_

APPLICANT SIGNATURE

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DATE

**For Inspections**, call Inspection Services at 414-329-5330  
 Occupancy Inspection appointment is made after all building, plumbing & electrical work, if applicable, is completed