

Instructions:
 1) Type or print a separate form for each location.
 2) Return hard copies to:
 Greenfield Community Development,
 7325 W. Forest Home Ave
 Greenfield, WI 53220-3356
 Email: natalie.phillips@greenfieldwi.us

Temporary Use Permit Application

Office Use Only
 Application No. _____
 Tax Key No. _____
 Date _____

EVENT NAME	EVENT DATE(S) (max 30 days) TO	
EVENT ADDRESS (exact street address including ZIP code)	EVENT TIME(S)	
APPLICANT/CONTACT NAME	PHONE	EMAIL
APPLICANT ADDRESS (exact street address including ZIP code)		

BRIEFLY DESCRIBE THE INTENDED TEMPORARY USE. A MAP IS **REQUIRED** TO ACCOMPANY THIS APPLICATION, IDENTIFYING THE EVENT LOCATION ON THE PROPERTY.

WILL THIS EVENT HAVE:		YES	NO	PLEASE PROVIDE DETAILS ON ALL "YES" ANSWERS
Plumbing:	Food and/or beverage vendors utilizing a water supply?	<input type="radio"/>	<input type="radio"/>	
	Portable restrooms, mobile showers, or other prefabricated plumbing systems served by water?	<input type="radio"/>	<input type="radio"/>	
	Hose connections of any kind?	<input type="radio"/>	<input type="radio"/>	
	Public or private hydrant connections?	<input type="radio"/>	<input type="radio"/>	
Building:	A tent or canopy?	<input type="radio"/>	<input type="radio"/>	
	A stage?	<input type="radio"/>	<input type="radio"/>	
Electrical:	A power or an electrical connection of any kind?	<input type="radio"/>	<input type="radio"/>	

For each category you answered "yes" to above, an inspection (and associated fees) may be required.

IF THIS EVENT HAS:

Alcohol: Please contact the City Clerk's office at 414-329-5219 regarding license requirements.

Food: Please contact the Health Department at 414-329-5275 regarding permit requirements.

Signage: A temporary Sign Permit is required from the Community Development Division.

FEES: Temporary Use Fee \$100.00
 Plumbing Inspection \$60.00
 Electrical Inspection \$60.00
 Building Inspection \$60.00

GREENFIELD OFFICIAL APPROVAL

Signature _____ Date _____

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.

APPLICANT SIGNATURE

PROPERTY OWNER SIGNATURE

DATE

Return completed application and event location map to Greenfield Community Development Division or email to natalie.phillips@greenfieldwi.us

