

OCCUPANCY INFORMATION AND PROCEDURES

Village of Hales Corners

5635 S. New Berlin Rd., Hales Corners, WI 53130

414-529-6161

An Occupancy Permit Application is required when you establish your business or organization in a new or existing building, for new residential construction, and special instances as required by the building inspection department. The occupancy application requires a team of inspectors to inspect the premises you wish to occupy. Re-inspections and additional fees may be required. **The Occupancy Permit Certificate needs to be issued before you can occupy the space and/or open your business.** The Village will have **3 business days after ALL inspections** are complete and signed off to process and issue the occupancy permit.

PROCEDURE:

- Submit a completed Occupancy Permit form and pay required fee to the Village of Hales Corners.
- When all work is completed and you would be ready to occupy the space, **CALL TO SCHEDULE FOR INSPECTIONS.**
- CALL 414-423-2100 x 3107 to schedule all building and electrical inspections. A minimum of 72 business hours is needed to schedule these appointments.
- CALL **Fire Department 414-529-6168** to schedule fire inspection. A minimum of 72 business hours is needed to schedule these appointments. Building permit work should be complete.
- CALL **Health Department 414-529-6155** for requirements and required licenses. A food license application with separate fees will be required if you intend to sell, serve or process food. Completed application and fees must be submitted at least 4 weeks in advance of anticipated opening of the establishment. Inspection required for massage/tattoo establishments.
- Other licenses:
Any additional licenses such as alcohol and/or beer are required and issued through the **Village Clerk's office 414-529-6161**. The Village has quotas on these licenses and they may not be available for new businesses! Application should be made at least 6 weeks in advance as these require public notice and Village Board approval. Licenses will not be issued until the occupancy permit certificate is issued.
- Village will issue occupancy permit certificate (will be mailed unless other arrangements are made) once all inspections are complete and signed off as completed at Village Hall.
- YOUR FAILURE to complete the requirements above, may result in you not being able to operate your business and/or fines.

New Business Check List

Occupancy Certificate?

- All new businesses in Hales Corners require an Occupancy Permit application and the necessary inspections be completed prior to the planned open date.

Making Sign Changes?

- Check the sign code to verify the proposed signage changes are allowed within the properties zoning.
- If the proposed sign is to be placed in public road right-of-way it must be reviewed by the Board of Appeals or Plan Commission for vehicular hazard and obstruction.
- If the sign is larger than allowed, electronic, or a pylon sign it will require review by the Plan Commission.

Exterior Alterations?

- Any changes in the appearance to the outside of the building will require site plan review by the Plan Commission.

OCCUPANCY

Rev 02/03/2020

VILLAGE OF HALES CORNERS
5635 S. New Berlin Road
Hales Corners, WI 53130
P:414-529-6160/F:414-529-6179
www.halescorners.org

Occupancy _____ HALE
Permit No. _____

Tax Key: _____

ZONING: _____

| | |
|--|-----------------------------------|
| Building Address: Suite/Unit# | Business Name/Type: |
| Property Owner Name or Legal Entity (if applicable) | Tenant Contact: |
| Owner Phone: | Tenant Phone: |
| Owner Email: | Tenant Email: |
| Address/City/State/Zip: | Former Occupant (if known) |

BUILDING IS: Residential (\$50) Commercial (\$205) Special use Temporary - 6 mos. or less (\$80)

INTENDED USE: _____

DATE REQUESTED TO OCCUPY SPACE: _____ (MUST SUBMIT 14 DAYS PRIOR)

WILL THERE BE ANY ALTERATIONS TO THE SPACE YOU WILL BE OCCUPYING? YES/NO (circle one)

IF SO, WHAT PERMITS WILL BE NEEDED? Building / HVAC/ Electrical / Plumbing (circle all that apply)

Note: Any alteration building, electrical, plumbing, or HVAC work done will require permits approved by the Building Inspector and possible State Plan Approval prior to issuance of occupancy permit, please plan accordingly.

Is a Sign needed for the business? YES/NO (circle one) If yes, this will require a permit for a temporary and/or permanent Sign.

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times and by appointment or notice.

Applicant's Signature

Date

Building Inspection: 414-423-2100 x-3107 Fire Department: 414/529-6168 Health Department: 414/529-6155

FOR OFFICE USE ONLY:

Certificate Issued by: _____

Date Issued: _____

Permit Issued by: _____

Date Issued: _____

Building/Plumbing Inspector: _____

Date Complete: _____

Electrical Inspector: _____

Date Complete: _____

Fire Inspector: _____

Date Complete: _____

Health Department: _____

Date Complete: _____

Date Sent To Inspectors: _____