



# OCCUPANCY PERMIT APPLICATION

Application No.:

Date Issued:

Call for Inspection (262) 628-2260  
48 HOUR ADVANCE NOTIFICATION REQUIRED

Business Address:

Suite/Unit/Floor:

Tenant is:

- 
- New
- 
- 
- Existing

Business Name:

Business Phone:

Square Footage:  Gross  
 LeasableSpace Is:  Sprinklered  Unsprinklered

Previous Occupant (If Known):

Brief Description of Use:

Category of Permit Use:

- 
- Beauty Services
- 
- Health Services
- 
- Retail Sales
- 
- 
- Child Care/Day Care
- 
- Medical Services
- 
- Warehouse/Storage
- 
- 
- Food & Beverage
- 
- Office & Administration
- 
- Other:
- 
- 
- Gas Station
- 
- Real Estate Services

Do you plan to alter any of the following?

- 
- Building Exterior
- 
- HVAC System
- 
- 
- Building Interior
- 
- Plumbing System
- 
- 
- Exterior Signs
- 
- Fire Protection System
- 
- 
- Electrical System
- 
- On-Site Parking

*Please be advised that approvals and permits are required BEFORE the commencement of any work involving the enlargement, alteration, or demolition of any building, premises, or portion thereof or to install exterior signage.*

Applicant Name:

Applicant Phone:

Address:

Applicant Email:

City:

State/Zip:

Contact Person:

Owner of Property (If different):

Corporation or LLC #:

Owner Phone (If different):

Address (If different):

Owner Email (If different):

City (If different):

State/Zip (If different):

Contact Person (If different):

*It is hereby agreed between the undersigned and the Village of Richfield that all work performed as herein described, according to the plans specifications herewith presented, shall be completed in strict compliance with the ordinances of the Village of Richfield and all laws of the State of Wisconsin. By signing this permit application, it is understood that a contract exists between the owner and the Village of Richfield and guarantees the right to enter for required inspections and investigations. Applicant is obligated to ensure final inspection is made.*

Applicant Print Name:

Applicant Is:

- 
- Owner
- 
- Tenant
- 
- 
- Agent
- 
- Contractor

Applicant Signature:

Date: