



Village of Hartland Business Occupancy Permit Application

Permit Fee:	\$75
Refundable Occupancy Deposit: (Refundable Deposit Returned Upon Release by Building Inspector)	\$500
Total Due:	\$575
Date Paid:	_____
Receipt No.:	_____

- Please Note that operation of business is not allowed until occupancy permit application has been approved.
- Allow approximately 5 working days for review.

After an occupancy permit application has been received and an occupancy inspection has been completed by the building inspection department, an occupancy letter will be sent to the applicant listing all violations. **An occupancy permit will be issued when all violations have been corrected.**

A conditional occupancy permit can be requested by the prospective occupant, if no life-safety violations exist as determined by the building inspection department.

If the conditional occupancy permit is issued, the applicant agrees to have all violations corrected within forty five (45) days. A reinspection will be scheduled after 45 days to check for compliance. If any violations exist, a penalty of \$25.00 per day will be assessed until all violations are corrected.

The \$500 Refundable Occupancy Deposit will be returned upon release by the Building Inspector.

VILLAGE OF HARTLAND
BUSINESS OCCUPANCY
PERMIT APPLICATION
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BUSINESS:

Name: _____
Address: _____ Unit/Suite No. _____
Phone No: _____ FAX No. _____

BUSINESS OWNER:

Name: _____
Address: _____
Day Phone: _____ Evening Phone: _____ Emergency Phone: _____

BUILDING OWNER:

Name: _____
Address: _____
Day Phone: _____ Evening Phone: _____ Emergency Phone: _____

2ND EMERGENCY CONTACT:

Name: _____
Address: _____
Emergency Phone: _____

CONTACT FOR FIRE DEPARTMENT TO MAKE ARRANGEMENT FOR INSPECTION:

Name: _____ Phone: _____

DETAILED DESCRIPTION OF BUSINESS OPERATION: _____

Hours and days of operation: _____

Number of full and part time employees on site during each shift (count working owner as an employee): _____

Estimated max. total of customers/clients/visitors on site at one time: _____

Number of total off-street parking stalls provided on site: _____

Number of above parking stalls dedicated for use by this business: _____

Describe anticipated method and frequency of deliveries to/from the site, and location on site where loading/unloading/parking of shipping vehicle is to occur: _____

Describe any activities that may occur outside the building but still on-site such as dumpster, outside storage, equipment, accessory buildings, etc. (Please attach site plan showing these items): _____

Detailed description of any equipment, operation, device, or process that may emit noise, vibration, or odors from the site: _____

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The names and amounts of any noxious or hazardous substances or fumes that may be created, stored, or used on the site: _____

Describe or sketch area for storage of above substances and any other high fire hazard areas: _____

Fire extinguisher size, type, and quantity: _____

Is there a fire sprinkler system: _____

Is there an alarm system: _____

Heating type and location: _____

Describe or sketch gas shut off location: _____

Describe or sketch electric shut off location: _____

Describe or sketch fire sprinkler shut off location: _____

Attach a sketch of the area of the building to be used for this business unless all of building is to be used. _____

Please note that operation of a business is not allowed until the occupancy permit application has been approved.

You may need to attach additional pages to this application.

If you have questions call Building Inspector at 262-367-4744.

Incomplete applications will not be approved.

Applicant's
Signature: _____ Date: _____

FOR OFFICE USE ONLY

ZONING DEPARTMENT/BUILDING INSPECTION DEPARTMENT	
Zoning Classification:	
Zoning Approved:	By:
Application Approved:	
Permit Number:	
Notes/Conditions:	

FIRE DEPARTMENT	
Site Approved:	By:
Notes/Conditions:	

The Hartland Police Department is updating our records for all the businesses in the Village of Hartland. Please provide the information below needed for emergency and after hours contacts for your business. Feel free to add any other pertinent information that would better assist us in dealing with your business needs.

HARTLAND POLICE DEPARTMENT BUSINESS/KEY HOLDER UPDATE

BUSINESS NAME: _____
ADDRESS: _____
PHONE: _____

EMERGENCY AFTER HOURS KEY HOLDERS:

NAME: _____
ADDRESS: _____
PHONE: _____
CELL PHONE: _____

NAME: _____
ADDRESS: _____
PHONE: _____
CELL PHONE: _____

NAME: _____
ADDRESS: _____
PHONE: _____
CELL PHONE: _____

Please complete and return to the Hartland Police Department by mail:
210 Cottonwood Avenue
Hartland, WI 53029

Or by FAX: 262-369-2224

Thank you for your cooperation.