

APPLICATION FOR OCCUPANCY PERMIT – GENERAL

(Detach and Keep 1st page and other forms)

IF YOU ARE PLANNING TO DO MORE THAN PAINT THE SPACE-CALL INSPECTIONS!!!

If you plan to sell food – STOP – and call the Health Department
(see attached application and contact information).

Please follow the steps below to obtain occupancy for the space.

Health Department Questions

Do you plan to serve food? YES / NO

If YES, Please contact our Health Department

- Peter Feldhusen (414-302-8653 or pfeldhusen@westalliswi.gov) regarding all food licensing requirements (Application Attached).
- Annual License July 1-June 30
- Requirements vary per type of food being served.

Building Inspection Check List

- No Extension Cords
- Exit/Emergency Lights Operable
- 36inches of clearance in front of electrical panels
- Toilet Rooms functioning and have hot water/Exhaust Fan Working/General Cleanliness.
If the space has a toilet room it MUST be Accessible TO PUBLIC.
- Mop sink shall be clean and free of debris/faucet functioning
- Hand Washing Sink Approved by state plumbing code (if handling food).
- Fire Extinguisher(s) Up-to-date
- Safety Release on gate operable (if applicable).
- Exit Doors, lock in good working order (lever style handle).
- Rear exit door shall be shut at all times
- Corridor cleared of all items at all times.
- STORE SHOULD BE CLEAN AND HAVE MERCHANDISE DISPLAYED.**
- Inspection from the Building Inspection Dept. at 414-423-2100 x3109 or x3107.
- YOU MAY NOT OPEN UNTIL WE GIVE YOU A CERTIFICATE OF OCCUPANCY AND APPROVAL FROM THE HEALTH DEPT and any other necessary licenses. (If selling food.) Please call 5 days prior to opening date.**

Do you plan to have a sign? YES/NO

See attached permit. Fee is \$100 or \$11/\$1000 Valuation

NOTE: All stores inside the mall are required to have signs outside the tenant space.

Clerk's Office Questions - 6500 Northway, Greendale WI 53129/Darlene Smith (414) 423-2100 (x 3106) or dsmith@greendale.org

Do you plan to serve beer, wine, or liquor? YES / NO
Clerk's office.

If YES, contact the

Do you plan you have any scales or meters at your business? YES / NO
Clerk's office.

If YES, contact the

Do you plan to sell tobacco products? YES / NO
Clerk's office.

If YES, contact the

APPLICATION FOR OCCUPANCY PERMIT – GENERAL

(Please print legibly or type)

To The Building Inspector:

Permit No: _____

The undersigned hereby makes application for a Certificate of Occupancy in accordance with the requirements of section 15.14 of the Greendale Municipal Code. The undersigned agrees that the premises described shall not be occupied until a Certificate of Occupancy has been issued.

Date of Application: _____

Name of Applicant: _____ Phone #: _____

Address: _____ City/State/Zip: _____ Email: _____

- Check Here** if the address above is the same address that the water and personal property tax bill should be mailed to. If not please list address for water and personal property tax billings to be sent.

Address of Premises to be Occupied: _____

Space # to be Occupied: _____

Owner of Building _____

Former Occupant _____

Signature of Owner

Signature of Applicant

Please print _____

(Circle One) Commercial Retail Business / Industrial / Institutional / Special Event

Business Name: _____

Type of Business: _____

Briefly Describe Operation of Business: _____

Machinery, Equipment, Etc. to be Installed: _____

Number of Employees: Male _____ Female _____ Anticipated Opening Date: _____

Number of Parking Spaces to be Provided: _____ Note: Only parking spaces dedicated to tenant space or property can be counted.

Is a Sign Needed for the Business? Yes _____ No _____ If Yes, Have You Applied for a Sign Permit? Yes _____ No _____

(Sign Permit Application Attached)

FOR STAFF USE ONLY:

Permit Fee (Circle One): 1 year + \$190.00 Occupancy / 6 months or less \$80.00

Date Paid: _____

Amount Paid: _____

Receipt No.: _____

Issued By an Authorized Agent of the Dept. _____ **DATE:** _____

Building Inspector: _____ **Date:** _____

Health Dept.: _____ **Date:** _____



APPLICATION FOR FOOD RELATED PERMITS

INSTRUCTIONS: Please complete this application and return it to the above address with your remittance in the form of a check or money order, made payable to: **CITY OF WEST ALLIS. DO NOT SEND CURRENCY.**

PLEASE TYPE OR PRINT.

LICENSEE INFORMATION	
NAME (If partnership, list all partners, give corporation name)	
AGENT (If Corporation)	AGENT CELL / PHONE NUMBER ()
ADDRESS	
CITY, STATE, ZIP CODE	
EMAIL	

ESTABLISHMENT INFORMATION	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
CELL / PHONE NUMBER ()	EMERGENCY CELL / PHONE NUMBER ()

Please include the following items on this checklist when you submit the application.

- 1. **Payment:** be sure payment is made out to "City of West Allis" (check or money order only)
- NA 2. **Menu:** list the items you will be serving or selling; or, include a copy of your menu
- NA 3. **Set of plans:** equipment placement and layout of the kitchen, serving areas, food storage areas, etc.
- 4. **Schedule a pre-license inspection** with your inspector (inspection that is needed to open to the public)
- 5. **Consultations available prior to opening,** please schedule with your inspector

Date you wish to be licensed to open for business: _____

SIGNATURE OF OPERATOR OR AGENT COMPLETING THIS APPLICATION

Name

Date

(FOR OFFICE USE ONLY)

PERMIT CATEGORY	CHECK ALL APPLICABLE PERMIT FEES	2018 PERMIT FEE TOTAL	2018 PERMIT FEE	SAF 10%	PREINSPECTION FEE
RESTAURANTS					
Pre-Packaged	<input type="checkbox"/>	\$220	\$200	\$20.00	\$200
Low Complexity	<input type="checkbox"/>	\$330	\$300	\$30.00	\$250
Moderate Complexity	<input type="checkbox"/>	\$451	\$410	\$41.00	\$300
High Complexity	<input type="checkbox"/>	\$718	\$653	\$65.30	\$375
Mobile	<input type="checkbox"/>		Same as restaurant depending upon complexity		
Mobile Base	<input type="checkbox"/>		Same as restaurant depending upon complexity		
TEMPORARY FOOD ESTABLISHMENTS					
"For Profit" Organizations					
Temporary Food Establishment - <u>annual permit</u>	<input type="checkbox"/>	\$198	\$180	\$18.00	n/a
"Not For Profit" Organizations					
Temporary Food Establishment serving meals by exempt group for 1-3 days per year	<input type="checkbox"/>	\$0	\$0	\$0.00	n/a
Temporary Food Establishment serving retail food by exempt group 1-12 days per year	<input type="checkbox"/>	\$0	\$0	\$0.00	n/a
Temporary Food Establishment serving meals by exempt group for 4+ days per year - <u>annual permit</u>	<input type="checkbox"/>	\$198	\$180	\$18.00	n/a
Temporary Food Establishment serving retail food by exempt group for 13+ days per year - <u>annual permit</u>	<input type="checkbox"/>	\$198	\$180	\$18.00	n/a
Special Organization Serving Meals (4-12 days per year at one location)	<input type="checkbox"/>	\$204	\$186	\$18.60	n/a
Temporary or Mobile Food Establishment Inspection Fee	<input type="checkbox"/>	\$50	\$50	n/a	n/a
Additional Kitchen Area	<input type="checkbox"/>	\$88	\$80	\$8.00	n/a
DPI School - Production Kitchen	<input type="checkbox"/>	\$718	\$653	\$65.30	n/a
DPI School - Reheat Only	<input type="checkbox"/>	\$330	\$300	\$30.00	n/a
RETAIL FOOD					
w/ Annual Sales > \$1,000,000 processing PHF	<input type="checkbox"/>	\$1,027	\$934	\$93.40	\$375
w/ Annual Sales > \$25,000 < \$1,000,000 processing PHF	<input type="checkbox"/>	\$396	\$360	\$36.00	\$412
w/ Annual Sales > \$25,000 w/ processing but no PHF	<input type="checkbox"/>	\$295	\$268	\$26.80	\$206
w/ Annual Sales < \$25,000 processing PHF	<input type="checkbox"/>	\$220	\$200	\$20.00	\$155
w/ Annual Sales < \$25,000 w/ processing but no PHF	<input type="checkbox"/>	\$129	\$117	\$11.70	\$155
Retail Food w/out processing	<input type="checkbox"/>	\$97	\$88	\$8.80	\$103
Sanitation Inspection for Liquor Establishments	<input type="checkbox"/>	\$50	\$50	n/a	n/a
Operating Food Establishment w/out permit (plus PI and permit fees)	<input type="checkbox"/>	\$749	\$749	n/a	n/a
Operating w/out Certified Restaurant Manager when required	<input type="checkbox"/>	\$155	\$155	n/a	n/a
TOTAL ALL APPLICABLE FEES					
The permit year is from July 1 to the following June 30. All permits expire on June 30 annually. Operation requires a permit.					
NOTE: ALL NEW FOOD ESTABLISHMENTS, OR THOSE HAVING A CHANGE OF OPERATOR, MUST BE INSPECTED BEFORE OPENING FOR BUSINESS. A SIGNED AND DATED REPORT OF AN AUTHORIZED SANITARIAN INDICATING THAT THE ESTABLISHMENT MEETS STATE AND VILLAGE OF GREENDALE REGULATIONS IS REQUIRED BEFORE THE PERMIT CAN BE ISSUED.					