

REGULATIONS FOR OCCUPANCY PERMIT – KIOSK

(Detach from Application)

Please complete the following steps before you open for business:

- 1) Complete form attached and have the Mall Manager sign it. Please fill out completely and legibly.
- 2) Please read the following regulations.
- 3) If you are planning to sell food of any kind **-STOP-** and contact our Health Sanitarian- Peter Feldhusen 414-302-8653.
- 4) If you are not selling food, set up your Kiosk and call for an Inspection from the Building Inspection Dept. at 414-423-2100 x3109 or x3107.
- 5) YOU MAY NOT OPEN UNTIL WE GIVE YOU A CERTIFICATE OF OCCUPANCY. Please call 5 days prior to opening.**

Village of Greendale Municipal Code 14.07 Kiosks.

Kiosks and similar structures (temporary or permanent) shall meet the following requirements:

- (1) Kiosks or similar structures located within the mall shall be provided with approved fire suppression and detection devices.
- (2) The minimum horizontal separation between kiosks and other structures within the mall shall be 10 feet (3,048 millimeters).
- (3) Each kiosk or similar structure shall have a maximum area of 150 square feet (14 square meters).
- (4) There shall be a minimum of 10 feet (3,048 millimeters) clear exit width to a height of eight feet (2,438 millimeters) between any projection of a tenant space bordering the mall and the nearest kiosk, vending machine, bench, temporary vendor's booth or display, food court or other obstruction.
- (5) When electrical cords are use at a kiosk, there will be a person attending to the kiosk at all times.
- (6) All electrical extension cords must be unplugged when the kiosk is unattended or not in use.

APPLICATION FOR OCCUPANCY PERMIT - KIOSK

(Please print legibly or type-all fields required)

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: _____ Email: _____

Address of Premises to be Occupied: _____ 5300 S 76th St _____

Kiosk Number to be Occupied: _____

Owner of Building _____ Simon Properties _____

Signature of Mall Mgr

Signature of Applicant

Please print _____

Commercial Retail Business

Business Name: _____

Type of Business: _____

Briefly Describe Operation of Business: _____

Machinery, Equipment, Etc. to be Installed: _____

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

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

For Staff Use Only:

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

Date: _____

Amount Paid: _____

Receipt: _____

Date: _____

Issued By an Authorized Agent of the Dept.:
