

# COMMERCIAL OCCUPANCY APPLICATION

**CITY OF GLENDALE**  
**DEPARTMENT OF BUILDING INSPECTION**  
5909 N. Milwaukee River Parkway  
Glendale, WI 53209-3815  
**Phone:** 414.228.1708 **Fax:** 414.228.1725  
**Email:** inspections@glendale-wi.gov

<i>For Office Use Only</i>	
<b>Certificate #:</b>	_____
<b>Date Entered:</b>	_____
<b>Occupancy Class:</b>	_____
<b>Zoning Approval</b>	<b>Date:</b> _____
<b>Insp. Approval</b>	<b>Date:</b> _____
<b>NSFD Approval</b>	<b>Date:</b> _____

(PLEASE PRINT CLEARLY)

**Permanent**    **Conditional**    **Temporary – Expires:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Suite #:** \_\_\_\_\_ **Glendale, WI Zip:** \_\_\_\_\_

**Trade or Business Name:** \_\_\_\_\_  
*(Name for which the business will be commonly known)*

**Legal Name of Business:** \_\_\_\_\_  
*(As registered with the State of Wisconsin)*

**Bus. Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_   **Bus. Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_   **Bus. Email:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_   **Scope of Business:** \_\_\_\_\_  
*(Example: Retail, Office, Restaurant, etc.)*   *(Type of goods sold, manufactured, services provided, etc.)*

**Area of Building to be Occupied:** \_\_\_\_\_   **Approx. Sq. Ft.:** \_\_\_\_\_  
*(Example: Second floor office area incl. basement storage)*

**Anticipated work or alterations to be performed:** \_\_\_\_\_

**Owner/Registered Agent Name:** \_\_\_\_\_   **Phone No:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Owner/Registered Agent Email:** \_\_\_\_\_

**Permanent Mailing Address:** \_\_\_\_\_   **Zip:** \_\_\_\_\_

**Contact Person Name (if other than owner):** \_\_\_\_\_   **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Building Owner:** \_\_\_\_\_   **Change in ownership of building? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Building Owner's Address:** \_\_\_\_\_   **Zip:** \_\_\_\_\_

**Building Owner's Phone:**   **Home:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_   **Office:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_   **Cell:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Certificate of Occupancy will be provided to Occupant, Occupant is responsible for providing copies to building owner/management.

**Applicant's Name (Print clearly):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_   **Date:** \_\_\_\_\_

**ACKNOWLEDGEMENT:** By signing above, applicant acknowledges that they have read and understand the form submittal requirements, inspection requirements, and processes outlined on the reverse side of this form and further understand that it is their **SOLE RESPONSIBILITY** to submit all necessary documents and forms to the appropriate governmental entity.

**Glendale Occupancy Permit Fee**  
Base Fee.....\$75.00  
Administration Fee.....\$30.00  
**TOTAL FEE.....\$105.00**

<i>Glendale Use Only</i>	
<b>Date Received:</b>	_____
<b>Amount:</b>	<b>\$105.00</b>
<b>Payment Type:</b>	CA / CH / CC / RCPT
<b>Check/Receipt #</b>	_____
<b>Received By:</b>	_____

## **THIS IS NOT AN OCCUPANCY PERMIT**

**Occupancy may ONLY take place once approval has been granted by the City of Glendale and a valid Certificate of Occupancy has been issued.**

*\*Per City of Glendale Ordinance 5.3.1(c)(2), a permit application for Occupancy Inspection must be submitted to the North Shore Fire Department (NSFD) for occupancy of all residential buildings containing 3 or more housing units, public buildings, places of employment and special events in the City. For questions, call NSFD at (414) 357-0113 x1511 or x1101. Separate payments must be made to the City of Glendale and the North Shore Fire Department.*

# **Business Occupancy Inspection** **Compliance Requirements**

Dear Business Owner, Agent or Contractor:

If you are engaging in any type of construction, this form must be submitted along with your building permit application. You are provided this notice because you are/have submitted an application for a Certificate of Occupancy for a proposed business in the City of Glendale. If you have not yet submitted a SEPARATE Construction/Occupancy (*Form PF-116*) application to the North Shore Fire Department, you must do so **IMMEDIATELY**.

The process of obtaining a Certificate of Occupancy (CO) requires compliance with various building, plumbing, electrical, HVAC and Life Safety code requirements. Upon completion of any building/renovating and/or PRIOR to occupying any area, the following inspections must occur and permission must be granted to occupy.

1. **Inspection AND approval of all building, plumbing, electrical, HVAC, fire alarm and fire sprinkler installations (where necessary).**
2. **City Occupancy Inspection**
3. **Fire Department Occupancy Inspection**

Each of the inspections is completed by a different person. It is **YOUR RESPONSIBILITY** to submit the necessary applications and related fees for EACH and to SCHEDULE each inspection with the appropriate person. Be aware that availability may be several days or weeks out, so plan accordingly, call immediately.

Any delay in submitting permit application forms, building plans, or scheduling inspections, may result in delaying your project, your opening or the potential for the illegal operation of your business.

It is your (and your contractors) responsibility to ensure that all inspections are completed **PRIOR to occupying, opening or operating** your business.

**Links to each of the forms are included below:**

**Glendale Occupancy Application Form:**

<http://www.glendale-wi.org/DocumentCenter/View/200>

**NSFD – Construction/Alteration/Occupancy Application Form:**

<http://www.nsfire.org/cmsAdmin/uploads/Construction-and-Occupancy-PF-116.pdf>

**Please contact the following with any questions regarding respective applications:**

**City of Glendale – Building and Occupancy Inspections**

**Tod Doebler** - Building Inspector

**Phone:** 414.228.1708

**Email:** inspections@glendale-wi.org

**North Shore Fire Dept. (NSFD) – Building, Occupancy, and Fire Alarm/Sprinkler Inspections\***

**Matt Mertens** - Fire Inspector

**Office:** 414.357-0113 x1511 or x1101 (assistant)

**Mobile:** 414.788.8183

**Email:** mmertens@nsfire.org

**\*NOTE:** The NSFD inspects fire alarm systems for conformance with National Fire Protection Association (NFPA) installation and operation requirements ONLY. A licensed Master Electrician who will provide power to and supervise the installation of the fire alarm system must submit an electrical permit to the City of Glendale. The City must also inspect the fire alarm system to ensure compliance with National Electrical Code (NEC) installation requirements.