

Fee:

- \$150 – New Construction
- \$100 – Existing Building – Building Addition
- \$25 – Existing Building – Change of Use/Owner



Commercial Certificate of Occupancy & Zoning Permit Application

Please make fee payable to the Village of Weston

5500 Schofield Avenue, Weston, WI 54476

Phone: (715) 359-6114 Fax: (715) 359-6117

www.westonwisconsin.org

Date _____

Business Name _____ Phone # _____

Business Address _____ Suite/Unit # _____

Business Website (if applicable) _____ Fax # _____

Mailing Address if different _____ Zip Code _____

Business Owner Name _____ Phone # _____

Business Owner Address _____ Zip Code _____

Business Contact Name: _____ Email address: _____

Square footage of Space: _____ Do you: Rent Lease Own this space?

Property Owner Name _____ Phone # _____

Property Owner Address _____ Zip Code _____

Describe the proposed business and operational plans. (Feel free to submit on a separate sheet of paper) _____

Proposed date of opening _____

Days and hours of operation _____

Check all that apply:

- New Business Change of Business/Use change New Building Ownership change
- Existing Business – Building Addition Seasonal/Temporary (Dates of operation) _____
- Location Change - If so, previous address _____

Number of employees _____ Number of parking spaces available _____

Will there be outside storage of any materials or equipment? Yes No If so, please explain and provide a drawing of where these items will be placed on the property and how they will be screened from the road-right-of-way and adjoining property owners (please use back or add an additional sheet of paper):

Does the building have a fire suppression system? If so, what type _____

The Village of Weston Fire Department has a knoxbox program, which will allow emergency entrance of your building by authorized fire personnel via a key you provide located in the knoxbox outside your front entrance.

Would you like someone from the fire department to contact you concerning this program Yes No

Who should they ask to speak to: _____

Former business at this address _____

Will new signs be installed? Yes No If a sign is to be installed, a separate sign permit is required for each sign. If a sign contractor is to install the sign they must apply for the sign permit. If the sign is a lighted sign, an electrical permit is required to be applied for also as part of the sign permit application.

Name and Phone number of contact to arrange for inspection of building or leased space:

Name (please print) _____ Phone # _____

Two residential, local names & phone numbers of contact persons for Fire Department & EMPD to reach in case of fire or theft after hours:

1. Name _____ Phone # _____

2. Name _____ Phone # _____

EXPLANATION AND PERMIT PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permits has been issued to certify that such construction or change would comply with the provisions of Chapter 94 (Zoning) and all state and local building codes. Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit and a Certificate of Occupancy shall be made to the Zoning Administrator prior to or at the same time as an application for a building permit or prior to the commencement of any use not involving a building permit.

THIS IS AN APPLICATION AND RECEIPT AND NOT A PERMIT TO OCCUPY THE BUILDING.

To arrange an inspection, please call (715) 241-2616. Calls will be returned within 24 hours if the inspector is not in. Occupancy inspections are conducted by appointment. Twenty-four hours notice is required for an inspection. Inspections will be made within 72 hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premises comply with the requirements of Chapter 94 (Zoning) and all State and local building codes, a Zoning Permit and a Certificate of Occupancy shall be issued. In some cases, a Temporary Certificate of Occupancy may be issued for a period not to

exceed 6 months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permit shall not be issued except under such restrictions and provisions as will adequately ensure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to the provisions of Chapter 94 (Zoning) to such a degree as to render it unsafe for the occupancy proposed. The Certificate of Occupancy will be mailed to the business at the mailing address provided and shall be posted in a conspicuous place at the site.

APPLICANT AGREEMENT AND SIGNATURE

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Village Ordinances and State Laws regulation zoning and building construction, electric installation and/or heating and air conditioning installation. I agree to comply with approved drawings and I understand that any deviation from the approved plans must be authorized by the approved of the revised plans, subject to the same procedure established for the examination of the original plans, and that an additional fee may be charged, predicated on the extent of the variation from the original plans. I also acknowledge that I am the property owner, or am authorized to act as the owner's agent in obtaining this permit. I acknowledge that permits with no inspection activity for 6 months shall be expired. Subsequent inspections will not be performed until permit has been renewed and payment of any additional fees has been completed. I understand that it is the responsibility of the owner/owner agent to call for all required inspections and that at least 24 hours notice is required for all inspections.

Signature _____ Printed Name _____ Date _____

This section for office use only

Date Application Filed _____ Fee Received _____ Check # _____

Application received by _____

Parcel ID # _____ PIN # _____ Village Code _____

Site Plan Approval Date (if applicable): _____

Present Zoning District _____ Is proposed business a permitted use by right? Yes No

Zoning Permit# _____ Approved by: _____ Date: _____

Is proposed business allowed per Conditional grant? Yes No N/A

Conditional Use Permit # (if applicable) _____ Date granted _____

Building Permit# _____ Approved by: _____ Date: _____

Date Applicant Requested Inspection _____ Staff Call back date (if applicable) _____

Date of Inspection _____ Inspected by: _____

Inspected by: _____

Comments _____

Certificate of Occupancy Approving Department Signatures

Zoning Department Signature _____ Date _____

Inspections Department Signature _____ Date _____

Fire Department Signature _____ Date _____

Date Temporary Certificate of Occupancy Issued (if applicable) _____

Date Temporary Certificate of Occupancy Expires (if applicable) _____

Temporary Certificate of Occupancy # (if applicable) _____

Date Certificate of Occupancy Issued _____

Date Certification of Occupancy mailed _____

Certificate of Occupancy # _____

Certificate of Completion mailed (if applicable) _____

EVEREST METROPOLITAN POLICE DEPARTMENT
 5303 MESKER STREET
 WESTON, WI 54476

BUSINESS CONTACT INFORMATION

Date: _____		
Business Name: _____		
Business Address: _____		Business Phone: _____
In an Emergency Call: _____		
1	Phone: _____	Alt Phone: _____
2	Phone: _____	Alt Phone: _____
3	Phone: _____	Alt Phone: _____
4	Phone: _____	Alt Phone: _____
Building Owner if Rented or Leased: _____		Phone: _____
Is your business equipped with an alarm? _____		Audible <input type="checkbox"/> Yes <input type="checkbox"/> No
Burglar <input type="checkbox"/> Yes <input type="checkbox"/> No Fire <input type="checkbox"/> Yes <input type="checkbox"/> No Other <input type="checkbox"/> Yes <input type="checkbox"/> No	Monitored by: _____ _____ _____	Phone: _____ _____ _____
Do you keep any hazardous materials at your business? If so describe:		

