

CITY OF FRANKLIN**OCCUPANCY PERMIT APPLICATION**

9229 W. LOOMIS ROAD, FRANKLIN, WI 53132

Phone: (414) 425-0084 E-mail: generalinspection@franklinwi.gov

Application Forms and Handouts can be found at www.franklinwi.gov**Tax Key No.****Permit No.**

Site Address	Unit or Suite #	Name of Business to Occupy Site
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Previous business name and scope of work if known:
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Property Owner's Name	Email Address
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Mailing Address	City	Zip	Phone
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Applicant (if other than owner)	Email Address
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Mailing Address	City	Zip	Phone
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Project Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Multi Family - # of Units _____	<input type="checkbox"/> Hotel/Motel - # of Units _____
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OCCUPANCY TYPE:

Business Description (Please be specific OR attach business model/narrative):

- Occupancy - \$245 plus \$10 Tech Fee (Comm/Ind/Inst only) – Inspection Required
- Occupancy – Multi Family; Hotels/Motels \$65 per unit plus \$10 Tech Fee – Inspection Required
- Name/Owner Change – (No change in use) \$100 plus \$10 Tech Fee

*Inspections will be required for businesses that have been closed or vacant for any amount of time.

Any alterations/additions to the space will require a Building Permit.

**** CHANGE OF USE**

***** When a proposed use constitutes a greater hazard than the previous use, based on the International Existing Building Code, a “Change-of-Use Analysis” must be provided to demonstrate compliance, (see separate info sheet on City site for details).***

CONTACT PERSON (print) _____ **PHONE:** _____

APPLICANT'S SIGNATURE _____ **DATE:** _____

**APPLICANTS ARE RESPONSIBLE FOR SCHEDULING BUILDING INSPECTIONS BY CALLING 414-425-0084.
 OTHER INSPECTIONS MAY BE REQUIRED.**

MINIMUM 24-HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS. SCHEDULING WILL BE BASED ON ORDER RECEIVED AND STAFF AVAILABILITY.