



Commercial Building and Zoning Permit Application

Building Inspection Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262-694-9304
 Email: buildinginspection@pleasantprairiewi.gov

Community Development Department
 9915 39th Avenue
 Pleasant Prairie WI 53158
 Phone: 262-925-6717
 Email: communitydevelopment@pleasantprairiewi.gov

This permit application is required to be completed for all new buildings, tenant changes, alterations or additions for any non-residential project

TYPE OF WORK (check one of the following)

Principal Structure	Accessory Structure	Alterations or Tenant (or Use) Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Alteration OR Tenant/Use Change with Structural Alterations
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Alteration OR Tenant/Use Change without Structural Alterations
<input type="checkbox"/> Early Footing/Foundation		<input type="checkbox"/> Tenant/Use Change without Alterations

GENERAL INFORMATION

Development Name
Tenant Name
Property Address (include Suite #)
Zoning District
Tax Parcel Number

PROJECT DESCRIPTION

Scope of work:

Total Tenant Area	sq.ft.	Construction Project Area	sq.ft.	cu. ft.
Proposed Use (retail, manufacturing, office, etc.)				
Estimated Cost of Construction of the project described above			\$	
Estimated date of occupancy/completion				

BUSINESS INFORMATION

This business is (select one)	<input type="checkbox"/> Relocation of Business from _____	
	<input type="checkbox"/> New Location for Business in Pleasant Prairie <input type="checkbox"/> Expansion/Change to existing Business in Pleasant Prairie <input type="checkbox"/> New Start Up Business	
Employment	Full time	Part time
Hours (open to the public)		
Delivery Hours		
Anticipated Automobile Trips to/from Site (excluding trucks)	Daily average automobile trips	Maximum daily automobile trips
Anticipated Truck Trips to/from Site	Daily average truck trips	Maximum daily truck trips
Municipal Services (check all that apply)	<input type="checkbox"/> Property is served by sanitary sewer <input type="checkbox"/> Property is served by municipal water <input type="checkbox"/> The building is served by fire sprinklers	
Maximum number of gallons/minute of water expected to be used per day is		

MANUFACTURED ZONED PROPERTY (M-1, M-2, or M-5)

Occupancy Type pursuant to the Use and Occupancy Classification specified in Chapter 3 of the 2006 International Building Code (2006 IBC). Include all that apply and associate square footage for each classification:

<input type="checkbox"/> Factory Group F-1 (Moderate hazard)	sq.ft.
<input type="checkbox"/> Factory Group F-2 (Low hazard)	sq.ft.
<input type="checkbox"/> Storage Group S-1 (Moderate hazard)	sq.ft.
<input type="checkbox"/> Storage Group S-2 (Low-hazard)	sq.ft.
<input type="checkbox"/> Building Group B	sq.ft.
<input type="checkbox"/> High-Hazard Group H	sq.ft.
<input type="checkbox"/> Other	sq.ft.

Types and quantities of goods and materials to be made, used or stored on site (attach MSDS sheets)

Types of equipment or machinery to be used on site

Types and quantities of solid or liquid waste material which requires disposal

DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION (1 full size and 1 pdf copy)

- Floor Plans (required for all applications)
- Racking/Storage arrangement plans (if applicable)
- Building Elevations (if applicable)
- Plan Commission approved Site and Operational Plans (if applicable)
- State approved plans and letter (if applicable)
- Detailed Site, Grading, Landscaping and exterior lighting plans (if applicable)
- Industrial Waste Survey (required for any commercial, manufacturing or institutional use excluding office or retail tenant changes).
- Business License Application and Application Fee (for new tenants)

The Village may require additional information to be submitted to ensure that all Village requirements are being met. A sign permit is required for any exterior sign changes on the property.

I (We), hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I (We), understand that for any work started or completed without proper permits, a triple fee will be charged.

I, (We), hereby apply for a permit(s) herein described and as shown on the attached required plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal requirements. The applicant further agrees to permit the inspection of the premise by the Village's Inspectors at any reasonable time.

REQUIRED SIGNATURES

PROPERTY OWNER	APPLICANT/AGENT
Company Name:	Company Name:
Print Name:	Print Name:
Signature:	Signature:
Mailing Address:	Mailing Address:
City/State/ZIP:	City/State/ZIP
Phone:	Phone:
Email:	Email:
Date:	Date:

CONTRACTOR

Company Name:
Print Name:
Signature:
Mailing Address:
City/State/ZIP
Phone:
Email:
Date:

SUPERVISING PROFESSIONAL(S): If a new structure will be greater than 50,000 cubic feet or if an alteration will cause the entire building to be greater than 100,000 cubic feet, then a supervising professional shall be retained by the owner and the following signatures are required:

I have been retained by the owner as a supervising professional per SPS 361.40 for the performance of reasonable on-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the Building Inspection Department certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specification. In the event that I am no longer associated with this project, I will file a compliance statement (SBD 9720) notifying the Department as such and indicating the current status of compliance.

Supervising Professional's Signature (Building):
Supervising Professional's Signature (HVAC):
Supervising Professional's Signature (Lighting):