

APPLICATION FOR CERTIFICATE OF OCCUPANCY

PLEASE TYPE OR PRINT

Permit # _____
Parcel # _____
Date: _____

BUSINESS ADDRESS (INCL. SUITE #): _____
BUSINESS NAME: _____
PREVIOUS BUSINESS NAME (IF KNOWN): _____
PREVIOUS ADDRESS (IF LOCATION CHANGED): _____
OWNER/LOCAL MANAGER NAME: _____
BUSINESS TELEPHONE #: _____
TYPE OF BUSINESS: **OFFICE** | **RETAIL** | **OTHER:** _____

NEW BUSINESS _____ **NEW OWNERSHIP** _____ **LOCATION CHANGE** _____

By signing this application, I agree to allow inspectors access to this property affected by this occupancy permit to verify compliance with the applicable State of Wisconsin and City of Janesville codes. I also agree to allow the City Assessor to accompany inspectors on their occupancy inspection.
____ Check here if you do not agree to allow the City Assessor to accompany inspectors during inspection.

EMERGENCY CONTACT INFORMATION

BUSINESS:

LOCAL MANAGER/CONTACT: _____
HOME ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME TELEPHONE #: _____
EMAIL ADDRESS: _____

BUILDING:

OWNER OR AGENT: _____
HOME ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME TELEPHONE: _____

SIGNATURE OF OWNER OR TENANT: _____

FEE: \$110.00 PAYABLE TO THE CITY OF JANESVILLE*

*Occupancy prior to applying for an Occupancy Permit is subject to a penalty of \$110 plus the \$110 fee.

Please return completed application and fee to:

City of Janesville
Building Division
P.O. Box 5005, 18 North Jackson Street
Janesville, WI 53547-5005

Email: ruschl@ci.janesville.wi.us

Zoning Requirements:

1. Is this a new use in the building?
2. Is this use permitted in the zoning district?
3. Is Site Plan Review required?

This is an Application for Certificate of Occupancy. An inspection must be made by a Building Inspector and a Fire Inspector. The premises must comply with the Wisconsin Administrative Code and the City of Janesville General Ordinances before occupancy of the building is permitted and a Certificate of Occupancy issued. Inspections are done by appointments on Tuesday and Thursday.

Call 608-755-3060 to schedule your appointment. Thank you.