APPLICATION FOR A PERMIT
FOR A TEMPORARY STRUCTURE
(COMMERCIAL)
COVER SHEET

Project Address __________________________________________

The following items must be completed and submitted as a packet:

1. _____ Temporary Structure permit application
2. _____ One (1) set of plans (size 11” x 17”)
3. _____ Cautionary Statement (required if the property owner is listed as the contractor); OR
   State Licensing (required if a contractor is listed)
4. _____ Community Development and Inspections
   Authorization, Room 308:________________________________________

Note: Upon plan review or as a result of a field inspection, the Code Official may determine that an
erosion control permit and/or installation of erosion control measures are required.

If at any time during or after the approval process you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/unpaid permit fees, along with an additional $100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.
APPLICATION FOR PERMIT FOR A TEMPORARY STRUCTURE*
Form #DCI153 (rev. 02/20)
*Commercial

Total Permit Fee: $75.00
You will be notified when your permit is ready; please do not submit payment with permit application.

PERMIT IS VALID FOR 180 DAYS.

Project Address _______________________________________

Project Name____________________________________ *Contractor______________________________

Mailing Address __________________________________ Mailing Address ________________________________

City____________________ State _______ Zip_________ City ______________________ State________Zip____

Phone (_________)________________________________   Phone (__________)_______________________________

Contractor  e-mail_____________________________________

Estimated Cost _____________________________ Corner Lot: _____Yes _____No

Type of Structure: ___________________________________________________________________________________

Setbacks: Front___________ Left___________ Right___________ Rear___________

Comments_________________________________________________________________________________________

__________________________________________________________________________________________________

Location: _____Front Yard _____Side Yard _____Rear Yard

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. I have read and understand all requirements applicable to this construction project.

Applicant Signature________________________________________________ Date __________________________

Please Print Name______________________________________________________________

FOR OFFICE USE ONLY

Date________________________________
Permit #________________________________
Needs Approval____________________
IP________________________________
Fee'd________________________________
SITE PLAN

Please indicate on the following site plan:
1. Indicate size, location, and distance from property lines of proposed temporary structure.
2. Show existing structures (sheds, garages, detached decks, fences).
3. Indicate location of all driveways (yours and your neighbors).

CHECK ONE:  
Alley □
Neighbor □

CHECK ONE:  
Street □
Neighbor □

CHECK ONE:  
Street □
Neighbor □

Street Name ________________________________