



Commercial Alteration/Tenant Change 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: 262.925.6726
Email: communitydevelopment@pleasantprairiewi.gov

PROJECT DESCRIPTION

Address (include Suite #)	Tax Parcel Number
Development	Tenant

Select one

<input type="checkbox"/>	Alteration for Existing Tenant
<input type="checkbox"/>	Tenant Change with Alterations
<input type="checkbox"/>	Tenant Change with No Alterations

Project Description/Scope of Work

Proposed Use

Total Tenant Area (sq. ft.)

Alteration Area (sq. ft.)	Alteration Area (cu. ft.)
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Estimated Construction Cost	Estimated Completion Date
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BUSINESS INFORMATION

This business is (select one)	<input type="checkbox"/> Expansion/Change to existing Business in Pleasant Prairie
	<input type="checkbox"/> New Location for Business in Pleasant Prairie
	<input type="checkbox"/> New Start Up Business
	<input type="checkbox"/> Relocation of Business from _____

# of Full-time Employees	# of Part-time Employees
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Hours (open to the public)	Delivery Hours
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Anticipated Automobile Trips to/from Site (excluding trucks)	Daily average automobile trips	Maximum daily automobile trips
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Anticipated Truck Trips to/from Site	Daily average truck trips	Maximum daily truck trips
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Municipal Services (check all that apply)	<input type="checkbox"/> Property is Served by Municipal Sanitary Sewer
	<input type="checkbox"/> Property is Served by Municipal Water
	<input type="checkbox"/> The Building has Fire Sprinklers

Maximum number of gallons/minute of water expected to be used per day is

MINIMUM SUBMITTAL 1 pdf copy and a paper copy, if requested

<input type="checkbox"/>	Construction Plans or State approved Plans and Letter. A tenant change with no alterations requires a floor plan to be submitted.
<input type="checkbox"/>	Industrial Waste Survey, required for any commercial, manufacturing or institutional use excluding office or retail tenant changes
<input type="checkbox"/>	Manufacturing Detail Document, required for properties located in any Manufacturing District
<input type="checkbox"/>	Business License Application and Application Fee, required for all new tenants

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.

INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 with the permit number.

REQUIRED SIGNATURES

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
Company Name	Company Name
Print Contact Name	Print Contact Name
Signature	Signature
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email
Date	Date

APPLICANT

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