



Commercial New Building/Addition 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"/>	New Building with New Tenant
<input type="checkbox"/>	New Building with No Tenant (Speculative Building)
<input type="checkbox"/>	Addition
Project Description/Scope of Work	
Proposed Use	
Total New Building Area (sq. ft.)	Total New Building Area (cu. ft.)
Addition Area (sq. ft.)	Addition Area (cu. ft.)
Alteration Area within Existing Building (sq. ft.)	Alteration Area within Existing Building (cu. ft.)
Estimated Construction Cost	Estimated Completion Date

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	
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 Municipal Sanitary Sewer <input type="checkbox"/> Property is Served by Municipal Water <input type="checkbox"/> The Building has Fire Sprinklers or Fire Sprinklers will be installed	
Maximum number of gallons/minute of water expected to be used per day is		

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

<input type="checkbox"/>	Detailed Site, Grading, Landscaping and Exterior Lighting Plans
<input type="checkbox"/>	Construction Plans or State approved Plans and Letter
<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.

INSEPTIONS

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

Company Name

Print Contact Name

Signature

Mailing Address

City/State/ZIP

Phone

Email

Date

CONTRACTOR

Company Name

Print Contact Name

Signature

Mailing Address

City/State/ZIP

Phone

Email

Date

APPLICANT

Company Name

Print Contact Name

Signature

Mailing Address

City/State/ZIP

Phone

Email

Date