



CERTIFICATE OF OCCUPANCY

CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 11.05.13](#)

APPLICATION CHECKLIST

Certificate of Occupancy – No Change of Use:

- Completed and signed Certificate of Occupancy application (this form).
- Completed Emergency Services Business Form (see #8 under additional requirements).
- Payment of the permit fee (if submitted electronically, you will receive an email regarding permit payment options after your application has been processed).

Certificate of Occupancy – New Building, Addition, Remodeling and/or Change of Use:

- Completed and signed Certificate of Occupancy application (this form).
- Completed Emergency Services Business Form (see #8 under additional requirements).
- A PDF copy of plans, drawn to scale (if not already submitted for construction permitting).
- Payment of the permit fee (if submitted electronically, you will receive an email regarding permit payment options after your application has been processed).

Please note the following:

- *It is your responsibility to verify that your proposed use complied with its permitted use within the zoning district by contacting the Zoning Department at zoning@cityofmiddleton.us.*
- *Additional documentation may be required for the assembly of occupancies, or occupancies serving or selling alcohol.*
- *In addition, you may be asked to provide a site plan to verify compliance with minimum off-street parking requirements.*
- Any building or space must meet all applicable Federal, State and Local Code and Municipal Ordinance requirements for its intended use.

ADDITIONAL REQUIREMENTS (IF APPLICABLE)

- 1) A Certificate of Occupancy will not be issued if there are any outstanding fees or code violations against the property.
- 2) Addresses must be visible from the roadway. Addresses must be listed on the backdoor(s) of all multi-tenant buildings.
- 3) For warehouse, manufacturing, or similar use, provide the following documentation:
 - a) Types and quantities of commodities and/or materials that will be stored or manufactured on site.
 - b) Storage methods (i.e., amount and height of storage, fire protection systems that are existing and/or proposed, etc.)
- 4) Provide a copy of all certificates granted by the Dane County Health Department.
- 5) Provide a copy of all certificates granted by the Wisconsin Department of Natural Resources.
- 6) Submit a sign application prior to any signage installations or facility opening.
- 7) A Knox Box emergency key box is required for all commercial/industrial businesses in the City. If your proposed business already has a Knox Box installed, a key must be provided to the Middleton Fire Department. If a Knox Box is not present, one will need to be installed. Please contact the Middleton Fire Department for additional information at (608) 827-1090.
- 8) It is **strongly recommended** that you complete the [Business Alarm / Emergency Services Form](#) to ensure emergency personnel have the necessary contact information on file for your business in the event of an after-hours alarm or emergency. It is recommended that ALL businesses complete this form annually, regardless of the presence of an alarm system. Residences are only required to complete a form annually if there is an alarm system installed.

This application is required in addition to any application(s) submitted for Building, Electrical, Plumbing, HVAC, and/or Fire Protection work being done in advance of the proposed use of the space. The issuance of a permit for said work does not imply or guarantee the issuance of an Occupancy Permit.

FEES:	
Residential	\$50
Commercial or Industrial	\$100



CERTIFICATE OF OCCUPANCY APPLICATION

Submit electronically to buildinginspection@cityofmiddleton.us.

Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications shall be submitted to the Building Inspection Department prior to or at the same time as the building permit or prior to the commencement of any use not involving a building permit.

PROPERTY ADDRESS:			
APPLICANT NAME (TENANT, CONTRACTOR, ETC.)	OWNER NAME		
BUSINESS NAME	CO-OWNER NAME (IF APPLICABLE)		
PHONE (REQUIRED)	PHONE		
E-MAIL (REQUIRED)	E-MAIL		
PROJECT INFORMATION			
OCCUPANCY TYPE (SELECT ONE):	NEW BUILDING OR SPACE	NEW TENANT WITH CHANGE OF USE	NEW TENANT WITH NO CHANGE OF USE
PRIOR USE:			
PROPOSED USE:			
SQ FT OF PROPOSED USE:	FLOOR LEVELS OF PROPOSED USE:		
PROPOSED OCCUPANT LOAD:	PROPOSED NUMBER OF EMPLOYEES:		
HOURS OF OPERATION:			
DOES HOUSEKEEPING, MAINTENANCE, OR PERSONNEL HAVE ACCESS AFTER HOURS (SELECT ONE):			Yes No
NUMBER OF ACCESSIBLE OFF STREET PARKING STALLS:	NUMBER OF NON-ACCESSIBLE OFF STREET PARKING STALLS:		
INTERIOR EMERGENCY/SECURITY LIGHTING:	EXTERIOR EMERGENCY/SECURITY LIGHTING:		
TYPE OF HEATING EQUIPMENT & LOCATION:			
LOCATION OF GAS SHUT-OFF:			
LOCATION OF ELECTRICAL PANEL:			
LOCATION OF BUILDING'S MAIN ELECTRICAL DISCONNECT:			
FIRE ALARM (SELECT ONE):	YES	NO	AUTO MANUAL
LOCATION OF FIRE ALARM PANEL:			
MONITORING AGENCY:			
ADDRESS:	CITY, STATE, ZIP:		
PHONE:	E-MAIL:		
SPRINKLER SYSTEM (SELECT ONE):	YES	NO	
LOCATION OF SPRINKLER SHUT-OFF:			
HAZARDOUS MATERIALS PRESENT (SELECT ONE):	YES	NO	
FIREARMS PRESENT (SELECT ONE):	YES	NO	
ANIMALS PRESENT (SELECT ONE):	YES	NO	
KNOX BOX (SELECT ONE):	YES	NO	
LOCATION OF KNOX BOX:			

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of Middleton, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of Middleton, Wisconsin.

SIGNATURE OF APPLICANT: _____ **DATE:** _____