



Grand Chute Fire Department

Fire Department Compliance Inspection Permit Application

HOW TO APPLY FOR A FIRE DEPARTMENT COMPLIANCE INSPECTION PERMIT

No person shall occupy a building or structure covered under Ch. SPS 350-365, Wis. Adm. Code, the Wisconsin Commercial Building Code, or the locally adopted IFC used by or for public assembly, industrial, institutional, multifamily, office, or mercantile purposes until such building or structure has applied for a permit and has been inspected by the Fire Department if **any of the following conditions exist:**

- New Building
- New Business Occupies Building
- Change of Use
- Legal Name Change of Business
- New Owner of Business
- Addition, Renovation, or Remodel of Existing Building

A permit fee as prescribed in the Town Fee Schedule of \$75.00 shall be paid for the required inspection. If application for a permit is not made before work begins a citation will be issued.

Step #1:

Contact Assistant Chief Brian Schommer via phone at (920) 832-6050 or email at brian.schommer@grandchute.net and request a **Fire Department Compliance Inspection Permit Application**.

Step #2:

Return (via hand-delivery or mail) the completed Fire Department Compliance Inspection Permit Application with **one (1) sets of plans (State or Grand Chute Community Development Approved, if applicable)** and fee made payable to "Town of Grand Chute" to:

Grand Chute Fire Department
Attn: Assistant Chief Schommer
2250 Grand Chute Boulevard
Grand Chute, WI 54913

Step #3:

Contact Assistant Chief Schommer at (920) 832-6050 and request a Fire Department Compliance Inspection a minimum of **two (2) working days (48 hours)** prior to your desired inspection date. Messages left will not constitute an inspection being scheduled. At the time of this request if the "business owner" and "building owner" information was not provided on the permit application, it shall be furnished to us for the purpose of maintaining accurate contact information for fire inspections after-hours emergency response.

After the inspection is complete and **no violations** are found, a Fire Department Compliance Permit will be issued and shall be posted onsite and made available if requested.

Fire Department Compliance Inspection Application

Municipal Code: 291-4F

A permit fee as prescribed in the Town Fee Schedule shall be paid for required inspection - **\$75.00**

Grand Chute Fire Department

2250 Grand Chute Boulevard Grand Chute, WI 54913

Phone: (920) 832-6050 Fax: (920) 832-1606

Application Date: _____ Estimated Project Start Date: _____ Estimated Completion Date: _____

Business Name: _____ Phone Number: _____

(Job Site)

Business Address: _____ Space/Unit #: _____ Zip: _____

(Job Site)

Mailing Address (if different): _____

Business Owner: _____ Phone Number: _____

Business Owner Email: _____

Building Owner: _____ Phone Number: _____

Building Owner Email: _____

Nature of Business: _____

Type of Inspection: New building New owner New business in existing building

Legal name change of business Change of use Addition or remodel of existing building

If moving into Grand Chute, provide municipality previously located in: _____

Contact During Construction

Company: _____ Phone Number: _____

Name: _____

Email Address: _____

THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING. A minimum of 48 hours notice is required when requesting an inspection. To arrange an inspection, please call (920) 832-6050 M-F 8:00 AM - 4:00 PM.

Messages left will not constitute an inspection being scheduled. Work performed without a permit will result in the imposition of forfeitures in accordance with the Fire Department Bond Schedule.

Applicant Signature: _____ Signed by: _____

Company: _____

For Office Use Only

Permit #: CI _____

Date Paid: _____

Payable To: Town of Grand Chute

Check # _____ Cash Credit Card

Total Received: \$ _____

Received By: _____