



**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/all 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.



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**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 \_\_\_\_\_

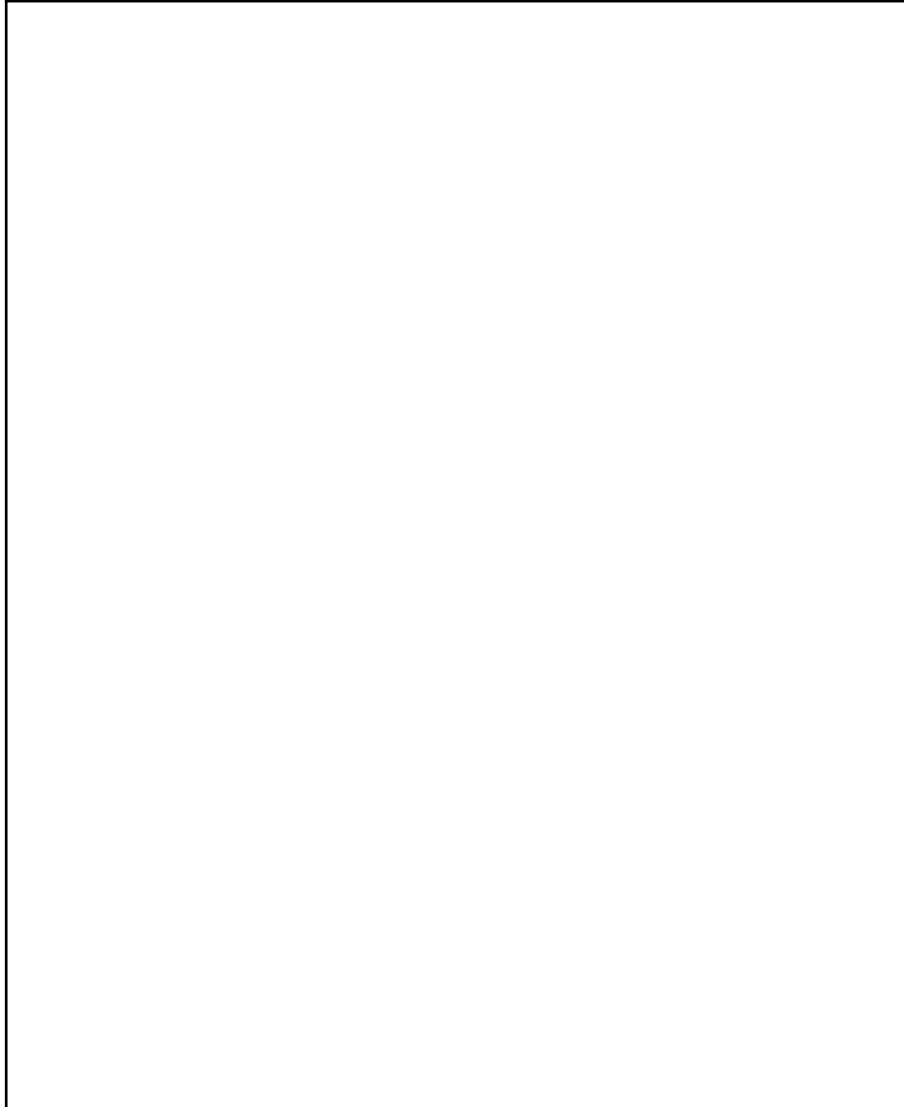
Please Print Name \_\_\_\_\_

# 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 \_\_\_\_\_