

OCCUPANCY INFORMATION AND PROCEDURES

Village of Hales Corners
5635 S. New Berlin Rd., Hales Corners, WI 53130
414-529-6161

An Occupancy Permit Application is required when you establish your business or organization in a new or existing building, for new residential construction, and special instances as required by the building inspection department. The occupancy application requires a team of inspectors to inspect the premises you wish to occupy. Re-inspections and additional fees may be required. **The Occupancy Permit Certificate needs to be issued before you can occupy the space and/or open your business.** The Village will have **3 business days after ALL inspections** are complete and signed off to process and issue the occupancy permit.

PROCEDURE:

- Submit a completed Occupancy Permit form and pay required fee to the Village of Hales Corners.
- When all work is completed and you would be ready to occupy the space, **CALL TO SCHEDULE FOR INSPECTIONS.**
- CALL 414-423-2100 x 3107 to schedule all building and electrical inspections. A minimum of 72 business hours is needed to schedule these appointments.
- CALL **Fire Department 414-529-6168** to schedule fire inspection. A minimum of 72 business hours is needed to schedule these appointments. Building permit work should be complete.
- CALL **Health Department 414-529-6155** for requirements and required licenses. A food license application with separate fees will be required if you intend to sell, serve or process food. Completed application and fees must be submitted at least 4 weeks in advance of anticipated opening of the establishment. Inspection required for massage/tattoo establishments.
- Other licenses:
Any additional licenses such as alcohol and/or beer are required and issued through the **Village Clerk's office 414-529-6161**. The Village has quotas on these licenses and they may not be available for new businesses! Application should be made at least 6 weeks in advance as these require public notice and Village Board approval. Licenses will not be issued until the occupancy permit certificate is issued.
- Village will issue occupancy permit certificate (will be mailed unless other arrangements are made) once all inspections are complete and signed off as completed at Village Hall.
- YOUR FAILURE to complete the requirements above, may result in you not being able to operate your business and/or fines.

