



12621 W. Hampton Ave
 Butler, WI 53007
 Phone (262) 783-2525
 www.butlerwi.gov

Occupancy Information Sheet

1. Complete the Occupancy Application in its **entirety**.
 - a. Requires Building Owner Name, Contact Information, and Signature
 - b. Attach a drawing of the building layout

2. Upon completion of application, submit to Village Clerk’s Office along with payment. The permit fee is \$210.00 unless you are updating a currently approved occupancy permit. The Village accepts cash, check, or credit card (please note there is a convenience fee for processing a card).

3. See below for application deadlines and meeting dates:

Meeting Date	Application must be received by:
Tuesday, March 1, 2022	Wednesday, February 23, 2022
Tuesday, March 15, 2022	Wednesday, March 9, 2022
Wednesday, April 6, 2022	Wednesday, March 30, 2022
Tuesday, April 19, 2022	Wednesday, April 13, 2022
Tuesday, May 3, 2022	Wednesday, April 27, 2022
Tuesday, May 17, 2022	Wednesday, May 11, 2022
Tuesday, June 21, 2022	Wednesday, June 15, 2022
Tuesday, July 19, 2022	Wednesday, July 13, 2022
Tuesday, August 16, 2022	Wednesday, August 10, 2022
Tuesday, September 6, 2022	Wednesday, August 31, 2022
Tuesday, September 20, 2022	Wednesday, September 14, 2022
Tuesday, October 4, 2022	Wednesday, September 28, 2022
Tuesday, October 18, 2022	Wednesday, October 12, 2022
Tuesday, November 1, 2022	Wednesday, October 26, 2022
Tuesday, November 15, 2022	Wednesday, November 9, 2022
Tuesday, December 6, 2022	Wednesday, November 30, 2022
Tuesday, December 20, 2022	Wednesday, December 14, 2022

4. Once your application has been submitted, it will be reviewed by the Build Inspector and scheduled for the next available Building Board meeting. Applicants will be provided with agenda information by the Friday before the meeting date.

5. Applicants are encouraged to attend the meetings. Building Board meetings are held in person at **Village Hall, 12621 W. Hampton Avenue**. Although the time can vary depending on the length of the agenda, meetings typically occur at or around 6:30 p.m.

6. The Building Board will review each application and determine approval. If approved, the applicant will need to schedule inspections of the premise.

- a. Building Inspections are conducted first. Please contact **SafeBuilt at 262-346-4576** or butlerinspections@safebuilt.com to set-up an appointment.

PLEASE NOTE: If you fail an inspection, you will need to correct the issues and contact SafeBuilt to schedule a reinspection appointment.

- b. Fire Inspections are conducted after the Building Inspection. Please contact the **Butler Fire Department at 262-783-2537** to set up an appointment.

AGAIN: If you fail an inspection, you will need to correct the issues and contact the Fire Department to schedule a reinspection appointment.

7. Once the Clerk's office receives notice that both inspections have been passed, an occupancy permit will be mailed to the address on file.