



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, February 7, 2023	Wednesday, February 1, 2023
Tuesday, February 21, 2023	Wednesday, February 15, 2023
Wednesday, March 7, 2023	Wednesday, March 1, 2023
Tuesday, March 21, 2023	Wednesday, March 15, 2023
Wednesday, April 5, 2023	Tuesday, March 29, 2023
Tuesday, April 18, 2023	Wednesday, April 12, 2023
Tuesday, May 2, 2023	Wednesday, April 26, 2023
Tuesday, May 16, 2023	Wednesday, May 10, 2023
Tuesday, June 20, 2023	Wednesday, June 14, 2023
Tuesday, July 18, 2023	Wednesday, July 12, 2023
Tuesday, August 15, 2023	Wednesday, August 9, 2023
Tuesday, September 5, 2023	Wednesday, August 30, 2023
Tuesday, September 19, 2023	Wednesday, September 13, 2023
Tuesday, October 3, 2023	Wednesday, September 27, 2023
Tuesday, October 17, 2023	Wednesday, October 11, 2023
Tuesday, November 7, 2023	Wednesday, November 1, 2023
Tuesday, November 21, 2023	Wednesday, November 15, 2023
Tuesday, December 5, 2023	Wednesday, November 29, 2023
Tuesday, December 19, 2023	Wednesday, December 13, 2023
Tuesday, January 2, 2024	Wednesday, December 27, 2023
Tuesday, January 16, 2024	Wednesday, January 10, 2024
Tuesday, February 6, 2024	Wednesday, January 31, 2024

4. Once your application has been submitted, it will be reviewed by the Building 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 typically 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 5:30 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 Wlinspections@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** or inspector@butlerfire.org 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.