



OCCUPANCY PERMIT INFORMATION - KIOSK

VILLAGE OF GREENDALE
6500 NORTHWAY
GREENDALE, WISCONSIN 53129
(414) 423-2100 www.greendale.org

IF NOT SELLING FOOD SET UP YOUR KIOSK, COMPLETE PERMIT APPLICATION. CALL FOR AN INSPECTION 414-423-2100 AFTER PERMIT NUMBER IS ISSUED.

IF YOU ARE PLANNING TO SELL FOOD---CALL THE HEALTH DEPARTMENT
(SEE ATTACHED APPLICATION AND CONTACT INFORMATION)

Please follow the steps below to obtain occupancy for the space.

Health Department Questions

If you plan to serve food, please contact:

Peter Feldhusen 414-302-8653 or pfeldhusen@westalliswi.gov regarding all food licensing requirements

Annual License July 1 – June 30

Requirements vary per type of food being served.

Village of Greendale Municipal Code 14.07 Kiosks.

- Kiosks or similar structures located within the mall shall be provided with approved fire suppression and detection devices.
- The minimum horizontal separation between kiosks and other structures within the mall shall be 10 feet (3,048 millimeters).
- Each kiosk or similar structure shall have a maximum area of 150 square feet (14 square meters).
- There shall be a minimum of 10 feet (3,048 millimeters) clear exit width to a height of eight feet (2,438 millimeters) between any projection of a tenant space bordering the mall and the nearest kiosk, vending machine, bench, temporary vendor's booth or display, food court or other obstruction.
- When electrical cords are used at a kiosk, there will be a person attending to the kiosk at all times.
- All electrical extension cords must be unplugged when the kiosk is unattended or not in use.

- Inspection from the Building Inspection Dept. 414-423-2100
- You may not open until we give you a certificate of occupancy and approval from the Health Dept (if selling food) and any other necessary licenses. Please call 5 business days prior to opening date.**

Do you plan to have a sign? If yes, a Sign Permit is required.



OCCUPANCY PERMIT APPLICATION - KIOSK

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PERMIT NO. _____

DATE: _____

PLEASE FILL OUT THE INFORMATION BELOW COMPLETELY.

Building Owner: Simon Properties	Business Name:
Contact Person: On file	Address of Premises to be Occupied: 5300 S 76 th St
Address: On file	Kiosk Number to be Occupied:
City, State, Zip: On file	Owner Name:
Email: On file	Owner Address:
Phone: On file	City, State, Zip:
	Email:
Previous occupant:	Phone:

The undersigned hereby makes application for a Certificate of Occupancy in accordance with the requirements of section 15.14 of the Greendale Municipal Code. The undersigned agrees that the premises described shall not be occupied until a Certificate of Occupancy has been issued.

Signature of Mall Mgr

Signature of Applicant

Please Print _____

Retail Business – Commercial – Manufacturing

Permit Fee: \$190.00 Occupancy / \$80.00 6 months or less

Type of Business: _____

Briefly describe operation of Business _____

Machinery, Equipment, Etc. to be installed: _____

Number of Employees: _____ Anticipated Opening Date: _____

Number of Parking Spaces to be provided (only parking spaces dedicated to tenant space or property can be counted) _____

Is a sign needed? _____ If yes, have you applied for a Sign Permit? _____

DO NOT WRITE BELOW THIS LINE

Building Inspector: _____ Electrical Inspector: _____

Plumbing Inspector: _____ Health Dept.: _____

Fire Inspector: _____

Approved by Building Inspector _____ Date _____

Permit Fee \$ _____ Date Paid _____ Receipt Number _____