



City of Madison Building Inspection Division

215 Martin Luther King Jr Blvd, Ste 017 or PO Box 2984

Madison, WI 53701-2984 608.266.4551

<http://www.cityofmadison.com/dpced/bi/>

Application for Certificate of Occupancy

PLEASE NOTE:

- \$75 (Non-Refundable) must be submitted with application
- Site plan approval may be required prior to issuance of the C.O.
- Incomplete or inaccurate submittals may result in delays to the approval procedure

OFFICE USE ONLY

Permit Number: _____ -20____ - _____

Application Date _____

Issued Date _____

Approved by _____

Permit Fee _____

Receipt _____

Zoning District _____

Location Address _____

Business Name _____

Telephone _____ Email _____

Contact Person _____

Address _____

Telephone _____ Email _____

Existing Use: _____ Proposed Use: _____

DESCRIPTION OF CHANGE (brief description of what previous use was and what new use is):

BUSINESS SPACE DETAILS:

Gross sq. ft. of office: _____

Gross sq. ft. of retail area: _____

Number of employees in warehouse _____

Number of employees in production area _____

Capacity of restaurant/place of assembly _____

PARKING LOT DETAILS:

Number of bicycle stalls _____

Number of parking stalls _____

Small Car stalls _____

Large Car stalls _____

Accessible stalls _____

Total number of trees _____

Applicant's Signature _____ Date _____

OFFICE USE ONLY

CONDITIONS: _____

Application for Certificate of Occupancy – Change of Use Instructions

A Certificate of Occupancy for a change of use is required to aid staff in determining if the proposed business is allowed to operate at the proposed location.

This page will serve as a guide to assist you in providing the required information for the form on the reverse side.

Business Name Address, Phone Number, & Email: This is the information for contacting the business at the proposed location.

Contact's Name, Address, Phone Number. & Email: This is the information for contacting the person completing the form and providing further information, if required to complete the review of the application.

Existing Use: Briefly tell us what the business currently at this location does. In the case of a vacant space, tell us what the previous business did (Ex.: Law Office, Tavern, etc.).

Proposed Use: Briefly tell us what your business will do (Ex.: Shoe Retailer, Restaurant, etc.).

After determining if the use is allowable, staff will review the site plan to determine if the parking lot and landscaping requirements are met. If the parking and/or landscaping requirements are not met, a site plan submittal will be required.

Issuance of Zoning Certificates.

- a) A zoning certificate is required before any permit relating to the use of land, buildings or structures is issued by any officer, department or employee of the City.
- b) Any permit or certificate of occupancy issued in conflict with this Section is null and void.
- c) This section does not apply to:
 - 1. Lots without buildings or structures; and
 - 2. Lots used for public recreation purposes.
- d) The Zoning Administrator shall approve or deny the zoning certificate application. Approval indicates that the proposed use of land, buildings or structures and any future proposed buildings or structures comply with all of the provisions of this chapter.
- e) No change in use shall be made until a zoning certificate has been issued by the Zoning Administrator. Every certificate shall state that the use complies with all provisions of this ordinance. When applicable in floodplain areas, the Zoning Administrator shall require a certification by a registered professional engineer or architect that the finished fill, lowest floor, and flood elevations and other floodplain regulatory factors were accomplished in compliance with the provisions of this ordinance. In the floodplain areas, it shall be the responsibility of the applicant to secure all other necessary permits from all appropriate Federal and Wisconsin State agencies. (MGO Sec. 28.202(3))