

Temporary Occupancy Permit

Village of Campbellsport

Date Issued: _____ Date Expires: _____ Permit #: _____

A **Temporary** Certificate of Occupancy for the structure located in the Village of Campbellsport at:

Owner: _____ Builder: _____

This permit certifies that the above described building has been approved for temporary occupancy and may be conditionally occupied in the manner for which it was intended.

Signed: _____
Building Inspector

The items listed below must be installed or corrected prior to the expiration of this permit. Please call (920) 533-8321 when you are ready to close this permit.

- Drainage plan must be followed.*
- Lawn must be established.**
- Erosion Control must be maintained until lawn is established.
- Curb Box must be inspected after lawn establishment.
- Driveway approach and sidewalk (*if required*) installed in approved location and according to design grades.
- Any items listed on Notice of Non Compliance from Building Inspector.
- Other required items unique to this property to be listed here:**

Signed: _____
Building Inspector

To assure code compliance, we will grant an unconditional Full Occupancy only after all above-noted items are in compliance (by submittal and/or approval).

The fee for a Temporary Occupancy Permit is \$50.00.**

*Your lot must remain within the +/- 4" allowance after lawn has been established. The Village of Campbellsport encourages you to verify with your builder that your lot has been turned over to you within the grade range. The Municipal Code prevents grade changes without you or your builder supplying the Village with a revised grading plan first. Any new plan must be approved by the Director of Public Works as having no adverse impact on other properties or overall stormwater drainage. (Significant changes may need to be reviewed by the Village Plan Commission and the Village Board of Trustees.)

**No fee will be charged for this permit if "lawn" is the only item not completed at time of issuance.