



Town of Lisbon Fire Dept.
Fire Prevention Bureau
 W234N8676 Woodside Rd.
 Lisbon, WI 53089
 P: 262-538-3902 | F: 262-538-3906
 Fire Marshal M. Mertens:
 mmertens@townoflisbonwi.com

Construction/Alteration & Occupancy Permit Application

- (PF-117)**
- Addition/Alteration
 - New Construction
 - Repair
 - Change of Use

Job Address:	Suite:	City:	Zip Code:
Project Description/Scope of Work:			
Occupant/Business Name:			
Contractor Performing Work:		E-mail:	
Contractor License #:			
Contact Person:		Phone:	
Project Square Footage:			

(A)	OCCUPANCY/SCOPE OF WORK	TOTAL
	Change of occupant/tenant without alterations: <input checked="" type="checkbox"/> Occupancy Inspection Fee <input type="checkbox"/> Scope-of-Work letter on letterhead <input type="checkbox"/> E-mail to schedule inspection	\$ 125.00 _____
(B)	CONSTRUCTION/ALTERATION/CHANGE OF USE	
	Change of occupancy with change of use and/or any level of construction or alteration: <input type="checkbox"/> Complete submittal of state approved plans for review; <input type="checkbox"/> Fee: _____ sq/ft x 0.08 (minimum \$100) <input type="checkbox"/> Schedule pre-construction meeting \$75 (Included in review fee for payments over 5,000 sq. ft.) <input type="checkbox"/> Check here if plans were submitted electronically. (Must be combined into one PDF)	_____ _____
	Additional Fees: <ul style="list-style-type: none"> <input type="checkbox"/> Work without permit (quadruple fees) <input type="checkbox"/> Re-inspections _____ x \$150 (per inspection) <input type="checkbox"/> Variance Requests \$100 (per code section) 	_____ _____
TOTAL DUE		\$ _____

Make checks payable to: Lisbon Fire Dept. Attn: Permits

If any of the systems listed below are present and will be impacted in the scope of work being done, please check and submit associated permit forms by system.

<input type="checkbox"/> Fire Alarm: Submit form (PF-217)	<input type="checkbox"/> Alternative Suppression Systems: Submit form (PF-417) for: <i>Clean agent systems (Cardox, FM200)</i> <i>Enclosures for full flood systems</i>	<input type="checkbox"/> Flammable Finishes: Submit form (PF-517) for: <i>Spray booths/areas/rooms</i>
<input type="checkbox"/> Water based suppression systems: Submit form (PF-317) for: <i>Sprinklers</i> <i>Stand pipes</i> <i>Fire pumps</i> <i>Private hydrant/water supplies</i>	<input type="checkbox"/> Kitchen Suppression Systems: Submit form (PF-417K)	<input type="checkbox"/> Hot Work, Demo & Misc: Submit form (PF-817)

****For LFD Use ****

Payment Method: **Check** **Cash**

ENTERED ____/____/____

Date Payment Received: _____ Date Plans Received: _____

LFD Permit Number: _____ Review/Initial _____ Total Paid to LFD: _____

INSTRUCTIONS FOR CONSTRUCTION/ALTERATION & OCCUPANCY PERMIT (PF-117):

CHANGE OF OCCUPANT/TENANT ONLY:

If there is no construction/remodeling/alteration being done to your place of business, fill out the top portion of the Construction/Alteration & Occupancy Permit Application PF-117 and also the section **(A)** titled "OCCUPANCY/SCOPE OF WORK."

Submit your form with the \$125 occupancy inspection fee made payable to "Lisbon Fire Dept." Forms and payment can be mailed to or dropped off at the address below:

Lisbon Town Hall
W234N8676 Woodside Rd.
Lisbon, WI 53089

Email Fire Marshal M. Mertens at mmertens@townoflisbonwi.com to schedule your occupancy inspection.

CHANGE OF OCCUPANCY WITH CHANGE OF USE AND/OR ANY LEVEL OF CONSTRUCTION OR ALTERATION:

Complete Section (B) of form PF-117. Include with your submittal:

- Submit architect or engineer stamped drawings with a copy of the State approval letter.
 - Electronic submittals must be merged into a single PDF.
 - CD's, flash drives or large transfer file programs are accepted.
 - Our server will not accept email attachments larger than 7MB.
- Calculate square footage of work area and multiply times \$0.08 per square foot for plan review fee

Submit your form with the Plan Review fee (as calculated above) and the \$125 occupancy inspection fee made payable to "Lisbon Fire Dept." Forms and payment can be mailed to or dropped off at the address below:

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Work done without permit is subject to quadruple the Plan Review and Occupancy fees, and is due with submittal.