**Town of Buchanan**

**Inspection Report and Notice/Noncompliance Checklist**

**Occupancy Permits**

[Article IX. Certificate of Occupancy](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492894)

[§ 230-35. Required.](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492895)

In order to prevent the development of hazardous conditions presenting a threat to the well-being of occupants of buildings and to other persons, and to prevent the deterioration of buildings and appurtenances related thereto resulting in substantial depreciation in the property values of the neighborhood, and in order to protect and secure the health, safety and welfare of those living in the Town, it is unlawful to use or permit the use of any building or premises or part thereof without first obtaining a certificate of occupancy. A certificate of occupancy is required for:

[A.](https://ecode360.com/print/35492896#35492896)

Commercial. New buildings, additions, change of use and change of business or tenant; change of owner;

[B.](https://ecode360.com/print/35492897#35492897)

All additions, remodeling and placement of fill or new construction on any parcel which is subject to the provisions of Chapter 24 of the Outagamie County Code of Ordinances, provided that the approval verification described in § [**230-42**](https://ecode360.com/print/35492906#35492906), below, is provided by the applicant; and

[C.](https://ecode360.com/print/35492898#35492898)

As outlined in §§ [**230-39**](https://ecode360.com/print/35492903#35492903) through [**230-42**](https://ecode360.com/print/35492906#35492906) of this article.

[§ 230-36. Definitions.](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492899)

As used in this article, the following terms shall have the meanings indicated:

[**FINAL INSPECTION**](https://ecode360.com/print/35492900#35492900)

Inspection made after the building has been altered, completed, and/or changed uses or businesses; has all the necessary permit and license approvals; and is ready for occupancy.

[§ 230-37. Application must be submitted in advance.](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492901)

Inspections for occupancy shall be requested by the owner or tenant on forms supplied by the Town at least five days prior to anticipating occupancy. If, upon final inspection, no violations of Town Code, Chapters Comm 60 to 66, Wis. Adm. Code, and Chapter ATCP 75, Wis. Adm. Code, are found, the building inspector shall issue a certificate of occupancy, stating the purpose for which the building is to be used and the maximum load and maximum number of persons that may be accommodated on each floor thereof. No building should be occupied in any manner which conflicts with the conditions set forth in the certificate of occupancy.

[§ 230-38. Fee.](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492902)

Any certificate of occupancy required by this article shall be accompanied by the payment of a fee as contained in the Town of Buchanan Fees and Licenses Schedule.[**[1]**](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#ft35492902-1) Said fee shall be paid prior to the issuance of any permit and is nonrefundable.

[[1]](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#ref35492902-1)

*Editor's Note: The Fees and Licenses Schedule is on file in the Town offices.*

[§ 230-39. Nonconformity.](https://ecode360.com/print/BU2871?guid=35492895,35492899,35492901,35492902,35492903#35492903)

If, on a final inspection, the condition of a building or premises or its use are found not to conform to Town Code, Chapters Comm 60 to 66, Wis. Adm. Code, and Chapter ATCP 75, Wis. Adm. Code, the building inspector shall issue written notice to the owner or occupant specifying the nonconformance and ordering the owner or occupant to bring the building or premises in compliance within 30 days. Upon failure to comply or if it is necessary for the protection and safety of the occupants, the building inspector shall revoke the certificate of occupancy and order the building or premises vacated.

**Requirements for Form**

* Report Date
* Inspection Date
* Permit Number – provided on the Residential Permit
* State Seal #
* Parcel Number – can find on the Outagamie County Site
* Put a check box next to the Inspection Type listed on form
* Put a check box next to the area in which completes If Final Inspection, Occupancy May:
* Owner’s Name and Address
* Contractor Name and Address
* Put a check box next to (An Inspection of the Above Premises has disclosed the following noncompliance’s – if needed list the items) If no items are needed then put a check box in the box showing none noted.
* When something has been noted under Findings and Requirements please list the code section along with when this is to be corrected.
* If items need corrected please put date inspected for corrections and if corrections were made.
* Put a check box next to Enforcing: (town, village, city or county) then fill in the Name
* Complete Inspector Name
* Who Violations were explained to
* Complete the Compliance Date
* Inspectors Address – complete address not just name of facility
* Complete office hours (7AM-4PM M-TH and 7AM-12 Fri)
* Telephone number would be the cellphone of the Inspector
* Complete the area stating Noncompliance’s Verified Still Exist? (if needed, notate order above) then put a check box in the box needed either YES or NO