

Permit Number: \_\_\_\_\_

**No use, improvement, alteration and/or development of property permitted by the Zoning Ordinance, including accessory and temporary uses, may be established in a new or existing non-residential building, or a suite in a new or existing non-residential building, until a Zoning Compliance Certificate has been issued by the Planning & Economic Development Department. It is unlawful for a vacated, non-residential building to be occupied or used prior to the approval of a Zoning Compliance Certificate. Businesses requiring a Special Exception or Variance permit from the Zoning Board of Adjustment and Appeals, shall not receive a Zoning Compliance Certificate until a Special Exception or Variance has been approved by the Zoning Board of Adjustment and Appeals and all contingencies placed on it have been met. Additionally, the approval of all new business licenses is subject to code compliance inspections by the Chief Building Official and Fire Marshal. Submittal of this application is acknowledgement of the regulations of the city, restated above, and until this application is approved with required signatures on the reverse side, it is pending and not approved.**

\_\_\_\_\_  
Name of Property Owner/Authorized Agent (Please print)

\_\_\_\_\_  
Signature of Property Owner/Authorized Agent

\_\_\_\_\_  
Date

Please Print Clearly		For Planning Department Use Only:
Name of Business and Business Address:	_____	Zoning District: _____
	_____	Proposed Use:
	_____	[ ] Permitted [ ] Prohibited [ ] Conditional
City State Zip		Zoning Code Section: _____
Applicant's Name and Mailing Address:	_____	Variance case # _____
	_____	[ ] Rejected [ ] Approved
City State Zip		Special Exception case # _____
Applicant's E-mail:	_____	[ ] Rejected [ ] Approved
Applicant's Phone #:	_____	ZBA Meeting Date: _____

Proposed Business Use: \_\_\_\_\_ Former Use of Building or Suite: \_\_\_\_\_

- Will the business generate, use, store, or dispose of hazardous or toxic substances? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will the business sell beer, wine or any other alcoholic beverage, or serve beer, wine or any other alcoholic beverage in association with other services offered? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you made or do you intend to make, alterations and/or additions to the interior or exterior of the building or suite to accommodate the business? Yes \_\_\_\_\_ No \_\_\_\_\_ Building Permit # \_\_\_\_\_
- Have you modified or do you intend to modify, the property on which the building is located in order to accommodate the proposed business? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is there an approved site plan for this location on file with the City of Madison? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you installed or do you intend to install, an accessory ground sign on the site or an attached accessory (wall) sign to the exterior of the building and/or suite? Yes \_\_\_\_\_ No \_\_\_\_\_ Sign Permit # \_\_\_\_\_

If you answered yes to questions 1-6 above, please explain: \_\_\_\_\_

**Applicant certifies that the information on this application is true and correct and that any false or misleading information will render this Non-Residential Zoning Compliance Certificate void. Without official signatures on the reverse, this Non-Residential Zoning Compliance Certificate is not valid and occupation of the building/suite for the proposed use is unlawful and subject to penalty.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted



Permit Number: \_\_\_\_\_

**Building Department Review:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Action Required by Applicant: \_\_\_\_\_

**Follow Up:**

Date Inspected \_\_\_\_\_ Inspected By: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

**Fire Department Review:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Action Required by Applicant: \_\_\_\_\_

**Follow Up:**

Date Inspected \_\_\_\_\_ Inspected By: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

***Non-Residential Zoning Compliance Certificate invalid without official signatures below:***

Approved/Denied: \_\_\_\_\_

**Building Official**

Date: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

**Fire Marshal**

Date: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

**Planning Official**

Date: \_\_\_\_\_