



# TEMPORARY STRUCTURE PERMIT

## CITY OF WAUPACA

### Apply for the Permit

Please plan ahead when applying for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date.

Make sure all of the required information is included and submit to the Department by email: [cedinfo@cityofwaupaca.org](mailto:cedinfo@cityofwaupaca.org)





**CITY OF WAUPACA**  
**DEPARTMENT OF INSPECTION**  
**111 S. MAIN STREET**  
**WAUPACA, WI 54981**  
**PHONE: 715-258-4404 · FAX: 715-258-4426**

DATE: \_\_\_\_\_

**APPLICATION FOR COMMERCIAL TEMPORARY STRUCTURE**

**APPLICANT'S NAME\*:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**ASSOCIATION TO PROPERTY OWNER:** \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**LICENSE NO:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROJECT LOCATION:**  
Project Address: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Estimated Cost \$: \_\_\_\_\_  
Electrical, Plumbing or HVAC included?  Yes\*  No **\*Separate permits are required**

**PROJECT TYPE:**

- Festival
- Outdoor Sale of Seasonal Agriculture
- Outdoor Temporary Merchandise Sales
- Outdoor Greenhouse
- Wedding Tent
- Other Temporary Structure: \_\_\_\_\_

Will food be served?  Yes  No  
Will alcohol be served?  Yes  No

**PROJECT SPECIFICS:**

Dates Requested: From \_\_\_\_\_ to \_\_\_\_\_  
Total Days: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Tents:  No  Yes\*, Number: \_\_\_\_\_  
Sizes: \_\_\_\_\_  
**\*All tents must have a fire rating of NFPA 701**

**NOTICE:** The City of Waupaca permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

**\*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:** FEE: \_\_\_\_\_ PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_