

**City of Delafield Police and Fire Departments Occupancy Listing**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Knox Box:      Yes      No

Alarm System\*            Yes      No      Alarm Company: \_\_\_\_\_

Type of Alarm: \_\_\_\_\_ Alarm Co. Telephone: \_\_\_\_\_

Hazardous Materials/Conditions:      Yes      No      If yes, attach additional information.

**Building Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ After Hours Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_ Pager: \_\_\_\_\_

**Occupant Owner/Manager:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ After Hours Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_ Pager: \_\_\_\_\_

**Key-holders in call order: 1) Telephone 2) Pager 3) Cell**

Name: \_\_\_\_\_

1) \_\_\_\_\_                      2) \_\_\_\_\_                      3) \_\_\_\_\_

Name: \_\_\_\_\_

1) \_\_\_\_\_                      2) \_\_\_\_\_                      3) \_\_\_\_\_

Name: \_\_\_\_\_

1) \_\_\_\_\_                      2) \_\_\_\_\_                      3) \_\_\_\_\_

If building is maintained by a Management Company provide their contact information:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ After Hours Telephone: \_\_\_\_\_

Any change in information should be reported to the City of Delafield Police Department (262.646.6240 fax 262.646.6242) and the Fire Department (262.646.6235 fax: 262.646.6236).

\* The City of Delafield has adopted an ordinance regulating false alarms. The ordinance is found in Chapter 9 Section 28 of the Municipal Code.



# Lake Country Fire & Rescue

115 Main Street, Delafield, WI 53018

Dear Business Owner:

Welcome to the City of Delafield! We hope your preparation goes smoothly as you prepare to open your business. As representatives of the Lake Country Fire & Rescue, we would like to request that you contact our department to schedule an occupancy inspection prior to the opening of your business.

Lake Country Fire & Rescue is responsible for performing fire inspections twice a year. Beginning in 2015 we have instituted an occupancy inspection program for new business owners to ensure that your new business meets all the fire safety requirements of the City of Delafield and the State of Wisconsin prior to your opening. Our purpose is to ensure you, your staff and customers have a safe place to conduct business. The inspection should not take long and we will make every effort to schedule the inspection at your convenience. Please contact us at 262-646-6235 at least one week prior to the opening of your business to schedule your inspection.

**There is a \$50 fee for this inspection payable to Lake Country Fire & Rescue.** Please send a check to Lake Country Fire & Rescue, 115 Main Street, Delafield, WI 53018 or payment by check may be made at the time of inspection.

Thank you for your cooperation in this matter. Again, we welcome you and wish you much success in your business!

Sincerely,  
The Staff of Lake Country Fire & Rescue

Business Owner: \_\_\_\_\_ Alt. Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Location: \_\_\_\_\_

Anticipated Date of Opening: \_\_\_\_\_ Check# \_\_\_\_\_