



## 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, or re-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 your opening day.

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, or for owners who have relocated their business, to ensure that your business meets all the fire safety requirements of the City of Delafield and the State of Wisconsin prior to 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 Captain Nick Heltemes at 262-303-4535 or by emailing him at [nheltemes@lakecountryfire.com](mailto:nheltemes@lakecountryfire.com) at least one week prior to opening 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# \_\_\_\_\_