



APPLICATION FOR COMMERCIAL OCCUPANCY

Village of Shorewood
 Planning & Development Department
 3930 N. Murray Avenue, Shorewood, WI 53211
 Phone (414) 847-2640 Facsimile (414) 847-2648
 www.villageofshorewood.org

OFFICE USE ONLY	
PERMIT #	TRIPLE FEE
FEE \$125	COND. USE PERMIT REQUIRED
ZONING	PRE-APPROVAL
Current BLDG code:	Proposed BLDG code:
Former business/use	

Business Address													
BUSINESS OWNER INFORMATION	PROPERTY OWNER INFORMATION												
Name(s)	Name												
Address	Address												
City/State/Zip	City/State/Zip												
Phone	Phone												
Alt Phone	Alt Phone												
Email	Email												
BUSINESS INFORMATION													
Materials Required	2 sets floor plans to scale menu if applicable												
Name of Business	# dedicated parking spaces												
Type of business	Sq. ft. of occupied space												
Open Date	Max number employees on site												
Describe business and hours of operation.													
Will there be outside storage of any materials or equipment (if yes, please explain)?													
SIGNAGE													
What type of sign will be installed?													
If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.													
All exterior signs require approval by the Design Review Board, which also requires a permit.													
INSPECTIONS REQUIRED													
<p>Businesses must be inspected and approved by each listed inspector before they may open to the public. Business owners are responsible for scheduling all inspection appointments. Where checked, please call the following numbers to have the appropriate inspectors come out. Additional fees may apply. No occupancy is allowed before the occupancy inspections have been approved. Please allow adequate time for inspections before your opening day.</p>													
<p>-COMPLETED BY SHOREWOOD OFFICE- <u>CHECKED BOXES INDICATE REQUIRED INSPECTIONS</u></p> <table> <tr> <td>Building Inspection</td> <td>(414) 847-2640</td> </tr> <tr> <td>Electrical Inspection</td> <td>(414) 847-2640</td> </tr> <tr> <td>Plumbing Inspection</td> <td>(414) 847-2640</td> </tr> <tr> <td>Food and Beverage Inspection</td> <td>(414) 371-2986</td> </tr> <tr> <td>Health inspection (Massage ONLY)</td> <td>(414) 371-2980</td> </tr> <tr> <td>Fire Inspection</td> <td>(414) 228-1388</td> </tr> </table>		Building Inspection	(414) 847-2640	Electrical Inspection	(414) 847-2640	Plumbing Inspection	(414) 847-2640	Food and Beverage Inspection	(414) 371-2986	Health inspection (Massage ONLY)	(414) 371-2980	Fire Inspection	(414) 228-1388
Building Inspection	(414) 847-2640												
Electrical Inspection	(414) 847-2640												
Plumbing Inspection	(414) 847-2640												
Food and Beverage Inspection	(414) 371-2986												
Health inspection (Massage ONLY)	(414) 371-2980												
Fire Inspection	(414) 228-1388												

Building or spaces within building are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

Applicant's Signature _____

Date _____

OFFICE USE ONLY-INSPECTIONS					
Electrical	NA	Denied	Date	Approved	Date
Plumbing	NA	Denied	Date	Approved	Date
Building	NA	Denied	Date	Approved	Date
Health	NA	Denied	Date	Approved	Date
Fire	NA	Denied	Date	Approved	Date
Certificate of Occupancy Issued on					

Village of Shorewood Checklist for New Businesses

OCCUPANCY PROCESS

- Prospective business schedules a meeting with the Planning Director to review occupancy process, surrounding regulations and programs, ideally before signing a lease.
- Village determines if business permitted use. Plan Commission approves *Conditional Use applications*. Businesses cannot open until use approved. Resale, massage and other businesses are conditional uses.
- Business submits *Occupancy Application* with scaled floor plans and schedules required inspections prior to business opening. Businesses cannot open unless receive a *Certificate of Occupancy*. Occupancy inspections are completed when the business is set to open to the public, having all fixtures, equipment and furniture out.
- VERIFY REQUIRED LICENSES. Resale, alcohol, tobacco and others require annual license through Village Clerk's office.
- OCCUPANCY RENEWAL. All businesses require occupancy renewal certificates every five years. Village notifies businesses when renewal is required.
- Food & Beverage Businesses require Health Department application.
- Certain building improvements require North Shore Fire Department plan review and occupancy application.

SIGNAGE & FAÇADE IMPROVEMENTS

- Grant available for exterior signs and façade improvements, administered by the Business Improvement District Director. 50/50 match. Design costs included.
- Grant application **must** be completed **before** work starts.
- Exterior signs and façade improvements are approved by Design Review Board. Planning Director reviews signs before placed on the design agenda. Refer to sign guidelines.
- Design Review Board meets twice per month. *Design Review Board Application* and materials due 10 days prior to meeting.
- Sandwich boards require one-time permit.
- No flashing, rotating, banner or feather banner signs allowed.

WINDOWS

- No more than 10% of individual window panel or 25% of all windows can be covered with advertisements.
- Windows cannot be screened or blocked.

PARKING REQUIREMENTS

- The Planning Director determines if existing parking is adequate for the proposed business.
- Insufficient parking requires approval of a Special Exception application by the Plan Commission.



CONTACTS

Planning Director
Ericka Lang
414.847.2647
elang@villageofshorewood.org

Village Clerk
Tanya O'Malley
414.847.2608
tomalley@villageofshorewood.org

Business Improvement District
Director
Jim Plaisted
414.272.5823
jim@shorewoodwi.com

Building Inspector
David Henson
414.847.2644
dhenson@villageofshorewood.org

Health Sanitarian
Brad Simerly
414.371.2986
bsimerly@browndeerwi.com

North Shore Fire Department
Matt Mertens
414-357-0113
mmertens@nsfire.org

ADDITIONAL INFORMATION

at
www.villageofshorewood.org
under the Planning &
Development/
Business Occupancy & Vacancies

Village of Shorewood Checklist for New Businesses (continued)



OUTDOOR SEATING

- Tables and chairs in the public right of way require annual approval by the Village Board.
- *Special Privilege applications* are mailed each year in March by the Planning & Development Department

BUSINESS INCENTIVE LOAN

- Village offers low interest loans for businesses. The program is administered by the Business Improvement District Director.

MARKETING

- Village publishes local *Shorewood Today* Magazine, mailed quarterly to over 7,500 homes and businesses.
- Businesses promoted through BID website and events.

BUSINESS IMPROVEMENT DISTRICT (BID) & BOARD

- Active Business Improvement District (BID) created in 1999 to develop, manage and promote the district.
- BID Board meets 3rd Wednesday each month at Village Hall.
- Village provides BID and Marketing Team copy of occupancy applications.
- BID lists businesses on website www.shorewoodwi.com and contacts new businesses.