



WEST MILWAUKEE

VILLAGE OF WEST MILWAUKEE
4755 WEST BELOIT ROAD
WEST MILWAUKEE, WI 53214
TELEPHONE (414) 645-1530
FAX (414) 671-8089
www.westmilwaukee.org

RE: New businesses potentially moving into the Village of West Milwaukee
SUBJECT: Please see the following list of documents that may be required to be on file at Village Hall.

Occupancy Permit Application: You cannot open for business until you have your Certificate of Occupancy!

Certificates can be on hold for inspections, missing documents, missing signatures, etc. Turning paperwork in late may delay the opening of a business. Applying for occupancy does not guarantee approval.

Plan of Operation: Include a drawing with detailed site plan (parking, building, landscape, lighting, truck delivery and utilities).

Conditional Use Permit (CUP Order):

Not required for all applicants, case by case.

Due: Four (4) weeks prior to the Plan Commission meeting (held the 2nd Tues. of the month).

Sign Permit Application:

Sign permit application form to be filled out, return to Village Hall prior to any signage being put up. All signage (size, color etc) must be Village approved. Your sign may/may not go before the Plan Commission for approval. Plan Commission meets the 2nd Tuesday of each month. There should be at least one person in attendance, to represent the new business. If Plan Commission will be reviewing, 15 color copies must be delivered to Village Hall one (1) month prior to the Plan Commission meeting. Each sign is subject to the annual sign license fee. Please contact staff with any questions.

Sprinklers and/or Alarm Permit Plans:

Between the applicant/developer/architect and village inspectors – it is their responsibility to follow up with each other or request additional information in order to determine if sprinkler plans and/or alarm permit plans are required to be updated or installed.

Building Permits:

Safebuilt - Building Inspection Dept. (costs vary). Due prior to work being done, includes but not limited to: Electrical, HVAC, Plumbing, Signs, Sprinkler & Building. The Uniform Permit form is used for most permits. **Safebuilt can now perform Plan Review for All Commercial buildings (i.e. building, HVAC, electrical, plumbing, sprinkler/fire alarm systems).** Sometimes a "Site Utilities Permit" is required (MMSD & Village Engineer creates). As of 1/1/2008 contractors must have proof of insurance and license #, if not, then the homeowner must pull the permit and sign the Cautionary Form. **SAFEBUILT INSPECTION REQUEST LINE 262-420-4732 or Wlinspections@safebuilt.com.**

CSM (Certified Survey Map):

Not required for all applicants, case by case. Additional time needed for the Engineer/Planner to review.

PLANNED UNIT DEVELOPMENT (PUD) Application, if applicable:

If/when the Village requires the developer to construct improvements, the developer must pay state wages in accordance with the Dept. of Workforce Development (DWD) or indemnify the Village of West Milwaukee accordingly. Developer to sign this same verbiage on page one of occupancy application.

Food License:

If a food license will be required, contact the Southwest Suburban Health Department at 414-302-8654. They mail/email the forms. The fees are paid at the West Milwaukee Village Hall Clerk's Office.

Beer or Liquor, Tobacco and Amusement Licenses:

You must contact the Village Clerk Treasurer at 414-645-1530 x132, prior to signing any paperwork.

Should you have any questions, please contact:

Building Inspection Dept Safebuilt: **Lisa Held:** Ph 262-263-9859 or lheld@safebuilt.com

Fire Inspector's: **Joe Van Der Linden or Rick Durica:** Ph 414-645-1530 x129

Zoning Administrator & Occupancy: **Theresa (Teri) Anniuk:** Ph 414-645-1530 x128