

# City of South Milwaukee Checklist for New Businesses



## OCCUPANCY PROCESS

Prospective businesses meet with the economic development manager to review the occupancy process, surrounding regulations and programs.

- Confirm proposed business is allowed in the respective zoning district as a PERMITTED or CONDITIONAL USE. Businesses cannot open until the use is approved. The Plan Commission approves all conditional use applications.
- PERMITTED USE – If the proposed business is permitted, submit a **Business Occupancy Permit** application and \$75 fee payment or \$30 for spaces under 300 SF
- CONDITIONAL USE -If the proposed business is a conditional use, submit a **Plan Commission** application and \$100 fee payment. Include a business plan of operation and details of signage, parking, landscaping and lighting. If a determination is made, the Plan Commission makes a recommendation to the Common Council to approve or deny the conditional use.
- BUILDING IMPROVEMENTS All required electrical, HVAC, and plumbing permits for proposed building improvements must be procured by licensed contractors. Building or business owner may procure general building permit along with detailed construction plan. Permits must pass all required inspections prior to occupancy.
- Business must schedule a required occupancy inspection by the building and fire inspectors. Occupancy inspections are completed when the business is set to open to the public, having all fixtures and equipment set. Upon successful completion of inspections, a Certificate of Occupancy will be issued. Pre-occupancy inspections are available to ensure proposed improvements will meet all code requirements as part of the occupancy application.

*Let us help you celebrate your new business with a **Ribbon Cutting Ceremony!** Contact the economic development manager for more information.*

## OTHER CONSIDERATIONS

- VERIFY REQUIRED LICENSES. Alcohol, tobacco, massage establishments, second hand article shops, and others require an annual license through the City Clerk's office.
- Food & Beverage businesses require a license through the Health Department. Salons and animal-related businesses require approval.

## SIGNAGE

- Exterior signs require a Sign Permit. Signs that do not meet regulations may be granted a special exception by the Plan Commission if certain criteria is met.
- Permanent window and temporary window signage may not exceed 50% of the window area. A Sign Permit is not required.
- Sandwich boards are allowed, max 6 SqFt and no more than 2 Ft wide, excluding supports. A Sign Permit is not required.

## OUTDOOR SEATING

- Outdoor seating is allowed in the public right-of-way as long as continuous pedestrian access is maintained. Check with the Clerks office to confirm licenses for sale or consumption of beer/liquor outside.
- Parklets and Pedlets are allowed, requiring a Parklet/Pedlet Application and a Class B combination license approved by the Common Council.

**Plan Commission:** Meets 4th Tuesday each month. Applications are due the Tuesday 3 weeks prior to the meeting.

## CONTACTS

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