



Community Development
Department

ZONING COMPLIANCE/BUSINESS OCCUPANCY

PROPERTY (print or type only)

Address _____
Business _____
Business description _____

BUSINESS OWNER

Business Name _____
Address _____
City, State, Zip _____
Business Owner _____

I have received and understand the information regarding the business occupancy standards and requirements.

Signature _____

Phone _____ Date _____

Email _____

ZONING [] Zoning Dist. _____
COMPLIANCE

ZONING COMPLIANCE must be approved before a business license is issued. Contact the Village Clerk for forms and fees.

[X] Items below that apply

- [] New business
- [] Existing business
- [] Change in business ownership
- [] Home occupation
- [] Expanding into adjacent space
- [] Remodeling
- [] Building addition is planned
- [] Cleaning and painting only
- [] Total floor area of space _____sf

ZONING COMPLIANCE
[] APPROVED
[] NOT APPROVED - EXPLANATION _____

John Peterson _____ DATE
Director of Community Development

RECEIVED BY: | DATE STAMP:

- JP []
- DC []
- VW []
- NP []
- JB []
- _____ []

[] If business owner is not property owner, submit a letter from property owner.

HOME BASED [] \$50 occupancy
BUSINESS inspection fee paid

CONVENTIONAL [] \$100 occupancy
BUSINESS inspection fee paid

BUSINESS OCCUPANCY must be approved before a business license is issued. Contact the Village Clerk for forms and fees.

[X] Items below that apply

- [] Remodeling is planned
- [] Building addition is planned
- [] Cleaning and painting only

FOR DEPARTMENT USE ONLY

- [] Parking spaces required _____
- [] Parking spaces provided _____
- [] Submit Site Plan w/parking layout
- [] Community Development Inspection
- [] Fire Department Inspection
- [] Submit plans for building permits

BUSINESS OCCUPANCY
[] APPROVED
[] NOT APPROVED - EXPLANATION _____

John Peterson _____ DATE
Director of Community Development

Zoning Compliance and Business Occupancy Procedures

1. Fill out application for zoning compliance for the business license. A copy of the first and signature pages of your lease are required.
2. Zoning compliance for a business license must be approved by the Community Development Director before a business license is issued by the Village Clerk. The proposed use must meet the requirements of the Zoning Ordinance.
3. Upon approval, the fee may be paid and the site inspection scheduled with the Building, Fire and Health Departments (if applicable). The applicant must be present for the inspection.
4. Any construction, or tenant build out, requires a building permit. The Building Permit Application must be completed and plans reviewed by the Community Development Department prior to issuance of a building permit. All contractors must be registered with the Village.
5. Upon completion of the required inspection, approval to obtain the business license may be granted. See the Village Clerk for the business license.

Attachment: