

## **VILLAGE OF EAST TROY, WISCONSIN BUSINESS PERMIT AND LICENSE GUIDELINE**

Businesses need a number of permits and licenses from various levels of government. Resources are available to help with the process. This guideline applies to new businesses, building alterations and building additions.

### **Village**

Please contact the Village Hall or the Village Building Inspector at 262.642.6255 regarding building permits, zoning issues, exterior signage, plumbing permits, electrical permits, heating permits, cooling permits and other related development issues. The Village Clerk's office will assist you with village licenses for alcohol. Occupancy permits are required for **all** residential and business uses. More information can be obtained at [www.easttroy-wi.com](http://www.easttroy-wi.com) . The Building/Zoning permits and fees are available here.

The Village complies with State of Wisconsin regulations for personal property taxes. You are required to complete forms for your business that are obtained from the Village Assessor each year.

Many businesses need individual counseling due to their special needs. Circumstances involving conditional uses, ordinance variances or public hearings are encouraged to meet with staff for assistance.

Some plans need to be approved by the Plan Commission, which meets on the 2<sup>nd</sup> Monday of most months, or by the Village Board, which meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of most months. Staff will assist you with the meeting requirements.

### **Walworth County**

Walworth County may also have additional permit and license requirements. More information can be obtained at [www.co.walworth.wi.us](http://www.co.walworth.wi.us) .

### **State of Wisconsin**

The State of Wisconsin also has a number of permits and licenses that are required for certain types of businesses. The State website has a Wisconsin Business Wizard at <http://ww2.wisconsin.gov/state/wizard/app/LoadIntro>. This will guide you through question and answer pages, provide forms and links for you to establish your business.

**VILLAGE of EAST TROY**

**ONE OR TWO FAMILY RESIDENTIAL NEW HOMES, ADDITIONS OR ALTERATIONS**

Verify the zoning district allows you to construct the proposed improvement to your property by contacting the Village Building Inspector. This may include use, size, height, setbacks, etc.



Apply for required permits with the Building Inspector. This includes zoning, building, electrical, plumbing, HVAC, etc.



Obtain Occupancy Permit from Village Building Inspector

Note: This information is general. Specific requirements may apply to each situation.

## VILLAGE OF EAST TROY BUSINESS OR COMMERCIAL NEW CONSTRUCTION, ADDITIONS OR ALTERATIONS

This information is general. Specific requirements may apply to each situation.

