



2015 Energy Dr.
East Troy, WI 53120

Village of East Troy

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New Business Process – for ALL New Businesses, change in owner or tenant of a business or change in use of a commercial space

1. Contact Building Inspector to determine whether the **zoning** is appropriate for the type of business and if adequate on-site parking is available.
2. For those businesses that have terms and conditions imposed by the Plan Commission as part of the site plan/plan of operation review process the Building Inspector will determine whether the business has complied with all applicable terms and conditions prior to issuing an Occupancy Permit.
3. Complete the **New Business Registration** form and submit to Building Inspector.
4. Contact Building Inspector for ANY **renovation/remodeling** of buildouts, electric, plumbing, HVAC work or signage to determine appropriate permit(s) required. (Fees are based on scope of work)
 - a. The Building Inspector will determine and direct applicant if any Plan Commission Approvals are necessary (such as a conditional use permit or site plan approval for a new building project, exterior modifications to an existing building, or façade/signage changes within the Downtown Design District).
5. Contact Building Inspector to schedule inspection for **Occupancy Permit** (see Municipal Fee Schedule)
 - a. Occupancy Permit **MUST** be issued prior to opening of business
 - b. **For New Businesses located on Village-owned property (such as at the airport)**
 - i. The New Business Occupancy will be included on the agenda for the Village Board meeting for consideration of approval
 - ii. Once approved by the Village Board the Building Inspector will issue the Occupancy Permit
6. When Occupancy Permit is issued the **Administration office** will be notified and will process the new business for:
 - a. Inclusion in Business Directory
 - b. Send Welcome letter, including explanation of Personal Property Taxes
 - c. Update utility records if applicable
 - d. Notify Police Department, Fire Department and Assessor of the new business
 - i. Assessor will include on the Personal Property Tax Roll
 - ii. Police Department will contact business for Key Holder information
 - iii. Fire Department is responsible for fire inspection of the premises