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Following approval by the previously-listed representatives, the Development Coordinator will issue the Certificate of Occupancy to the owner (as appears on the application) within ten (10) working days.

The Certificate of Occupancy is to be displayed in a prominent location on the premises.

### **Temporary Certificates of Occupancy**

In accordance with Section 8.04D of the Zoning Ordinance, the following provisions apply to the issuance of a Temporary Certificate of Occupancy:

1. An applicant may obtain a Winter Temporary Occupancy for any occupancy occurring between November 1 and June 30. The Temporary Occupancy will be obtained upon payment of a One Hundred Dollar (\$100) non-refundable application fee and posting of cash escrow equaling 40% of the unfinished work or Two Thousand Dollars (\$2,000), whichever is greater. All Winter Temporary Occupancies expire June 30.

2. An applicant may obtain a Special Thirty (30) Day Temporary Occupancy for any occupancy occurring between July 1 and October 31. The Temporary Occupancy may be obtained upon payment of a Five Hundred Dollar (\$500.00) non-refundable application fee and posting of cash escrow equaling 40% of the unfinished work or Two Thousand Dollars (\$2,000), whichever is greater. The applicant may obtain one additional thirty (30) day extension upon payment of an additional Five Hundred Dollar (\$500) non-refundable application fee. The total duration of a Special Temporary Occupancy Permit, with extension, shall not exceed sixty (60) days.

The deposit shall be forfeited if all required work has not been completed prior to the expiration of the Temporary Certificate of Occupancy.

Should an application be made for a Certificate of Occupancy following occupancy of such building without a certificate, the permit fee shall be two (2) times the standard permit fee.

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## **Guide to Obtaining an Occupancy for Commercial, Institutional, Multi-family, and Manufacturing New Buildings**

**Designed to Preserve Aesthetics,  
Property Values, and the  
Quality of Life  
in Kenosha's Neighborhoods  
and Business Districts**

**City of Kenosha**  
Community Development and Inspections  
625 52<sup>nd</sup> Street, Room 100  
Kenosha, WI 53140  
262.653.4263

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The City of Kenosha requires various City departments' approvals prior to the issuance of temporary or final Certificates of Occupancy.

It is the owner's/general contractor's responsibility to obtain said approvals prior to occupying the premises and commencing business operations.

When all of the appropriate departments have approved your project, the Development Coordinator (at the Department of Community Development and Inspections, Room 100) will authorize release of the Certificate of Occupancy.

### **Final Certificates of Occupancy**

To find the status of your occupancy permit, please access our website at [www.kenosha.org](http://www.kenosha.org). Click on Search for Building Permits and enter permit number.

To obtain a Final Certificate of Occupancy, the owner or general contractor must do the following:

1. Complete all building and site work in accordance with approved plans, ordinances, and developer agreements.
2. Contact Brian Wilke, Development Coordinator, at 262.653.4049 or [bwilke@kenosha.org](mailto:bwilke@kenosha.org). Brian will assist you in coordinating approvals from the following City representatives:

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## **CITY OF KENOSHA DEPARTMENT REPRESENTATIVES**

### **Community Development and Inspections**

Brian Wilke (Room 308),  
Development Coordinator  
Issuance of Certificate of Occupancy  
Developer's Agreement –  
Compliance with Approved Plans  
262.653.4049

### **City Assessor**

Peter Krystowiak, Deputy Assessor  
262.653.4480

### **Fire Prevention Bureau**

Pat Ryan, Division Chief  
Fire Safety & Suppression  
262.653.4110

### **Community Development and Inspections**

Building Inspector (Room 100)  
Building – Electrical – Plumbing – Heating  
262.653.4263

### **Public Works**

**Storm Water Utility**  
Kile Kuhlmeier  
Soil Erosion Specialist  
262.653.4247

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### **Parks Department**

Dirk Nelson, City Forester  
262.653.4080

### **Public Works Department**

Shelly Billingsley – Parking Facilities/  
Off-site Public Improvements  
262.653.4050

### **Kenosha Water Utility**

Marco Giese  
Water Service – Sanitary Sewer Service –  
Sampling Manholes  
262.653.4317

### **Storm Water Utility**

Cathy Austin – On Site Drainage  
262.653.4050

### **County Health Department**

Randy Wergin, Director  
Restaurants – Retail Food – Hotels  
262.605.6700

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