
**CITY OF KENOSHA
DEPARTMENT REPRESENTATIVES**

City Assessor

Peter Krystowiak, Deputy Assessor
262.653.2545

Department of City Development

Brian Wilke, Development Coordinator
Developer's Agreement –
Compliance with Approved Plans
262.653.4030

Fire Prevention Bureau

Pat Ryan, Division Chief
Fire Safety & Suppression
262.653.4110

Neighborhood Services & Inspections

Nick J. Torcivia, Supervisor
Building Inspection
Issuance of Certificates of Occupancy
262.653.4263

Neighborhood Services & Inspections

Rick Hillesland, Commercial Building Inspector
Building – Electrical – Plumbing – Heating
262.653.4263

Neighborhood Services & Inspections

Chris Pagels, Soil Erosion Inspector
262.653.4263

Parks Department

Dirk Nelson, City Forester
262.653.4080

Public Works Department

Mike Lemens, Director, Engineering Services
Randy LeClaire – Parking Facilities/
Off-site Public Improvements
262.653.4050

Kenosha Water Utility

Mark Young, Meter Services
Water Service – Sanitary Sewer Service –
Sampling Manholes
262.653.4317

Neighborhood Services & Inspections

Paula A. Blise, Zoning Coordinator
Business Occupancy Permits –
Trash Receptacle Enclosure Permits –
Fence and Sign Permits
262.653.4263

Storm Water Utility

Shelley Billingsley – On Site Drainage
Bill Kohel – On Site Drainage
262.653.4050

County Health Department

Randy Wergin, Director
Restaurants – Retail Food – Hotels
262.605.6700

**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
Neighborhood Services and Inspections
625 52nd Street, Room 100
Kenosha, WI 53140
262.653.4263

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 Supervisor of Building Inspection (at the Department of Neighborhood Services and Inspections) will authorize release of the Certificate of Occupancy.

Final Certificates of Occupancy

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. Obtain approvals from City representatives (see reverse side for details).

To find the status of your occupancy permit, please access our website at www.kenosha.org. Click on Search for

Building Permits and enter permit number.

Following approval by the listed representatives, the Building Inspection Supervisor 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 Dollars (\$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.
