



City of Kenosha Guidelines for Operation of Temporary/Seasonal Uses in Buildings Open to the Public

The City of Kenosha, Department of Neighborhood Services and Inspections, has received numerous inquiries from fire departments, civic groups, and private entities regarding the legal operation of temporary special uses such as haunted houses, craft display and sales, and other types of seasonal uses.

The following requirements should be helpful:

A temporary occupancy permit is required. Temporary occupancy permits are available from the Department of Neighborhood Services and Inspections, and may be issued for up to, but not exceeding, 180 days. Prior to receiving a temporary occupancy approval, an inspection will be conducted by the Department of Neighborhood Services and Inspections, and the Fire Prevention Bureau.

The building/area used shall be inspected for:

- Adequate exits, exit access, and exit lighting
- Adequate restroom facilities
- Required handrails and guardrails
- Stairs and stairway safety
- Safe electrical, plumbing, and ventilation systems
- The absence of debris, tripping hazards, obstructions, and other such hazards
- Verification that all decorations, wall coverings, etc., are fire retardant
- The absence of any flammable or combustible liquids

Further information is available from the Department of Neighborhood Services and Inspections, 625 52nd Street, Kenosha, WI 53140, (262) 653-4263.

Please allow two weeks for processing of permit application and inspections.