



COUNTY OF KENOSHA

Department of Planning and Development

George E. Melcher, Director

Department of Planning and Development

HOME OCCUPATIONS & PROFESSIONAL HOME OFFICES **REVIEW PROCEDURE**

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- 1. Contact the Department of Planning & Development and set an appointment. Prior to the meeting review the Home Occupation and Professional Home Offices (link to ordinance requirements) requirements as set forth in the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance (link).
 - 2. Submit a letter of operation to obtain a Certificate of Compliance. Include the following in your letter of operation:
 - A. Address all pertinent ordinance requirements.
 - B. Floor plan designating the area to be used including the layout and dimensions.
 - C. Sign information.
 - D. Submit Certificate of Compliance fee of \$250. (See Land Use Fee Schedule (link).)
 - 3. Within approximately seven (7) to ten (10) working days of receipt of a complete letter of operation, floor plan and fee, Planning and Development staff will respond with a letter stating if the proposed operation can be approved or denied as a home occupation or professional home office.
 - 4. If approved, you may then complete what is necessary to bring your proposal into full operation. NOTE: Please contact your local building inspector to verify if any building permits are required to complete the work.
 - 5. Once the work is complete contact Planning and Development Staff to schedule an inspection.
 - 6. Planning and Development staff will inspect and verify compliance with all pertinent ordinance requirements.
 - 7. If compliant Planning and Development staff will then issue a Certificate of Compliance with any pertinent stipulations that allows for the operation of the home occupation or professional home office.
 - 8. Keep a copy of the Certificate of Compliance on file with your papers.

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REVIEW PROCEDURE**

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center	
Department of Planning & Development	
19600 - 75 th Street, Post Office Box 520	
Bristol, Wisconsin 53104-0520	
Division of County Development (including Sanitation & Land Conservation)	857-1895
Facsimile #	857-1920
Public Works Division of Highways	857-1870
Administration Building	
Division of Land Information	653-2622
Brighton, Town of	878-2218
Bristol, Town of	857-2368
Paris, Town of	859-3006
Randall, Town of	877-2165
Salem, Town of	843-2313
Utility District	862-2371
Somers Town of	859-2822
Wheatland, Town of	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
Wisconsin Department of Transportation - Waukesha Office	548-8722