

CITY OF SHEBOYGAN

Starting a New Business?

Don't know where to begin?



NEW BUSINESS
GUIDE

Before beginning a new business in Sheboygan, you may want to check with several City Departments to see what advice and information they can offer to help you. This brochure will attempt to answer questions you may have and refer you to the appropriate City Department. Please note, the information provided is not comprehensive and should be verified by contacting the appropriate City Department listed on the reverse side of this brochure.

When do I need to worry about zoning & who do I contact for more specific information?

Fundamentally, you should know that different types of businesses and building uses are allowed in different areas of the City according to the zoning district. First, determine if the type of business you plan is permitted by the zoning code at the location chosen. Secondly, if you are changing the use of a particular location from one type of business to another, a conditional use permit/site plan and/or an occupancy permit may be required. Different uses may create additional traffic and/or pedestrian issues or may require additional parking/buffering. Be sure to allow ample time for processing. Contact the Department of Planning and Development at (920) 459-3377 for detailed assistance with zoning questions.

Are there any restrictions on signage?

The Department of Planning and Development regulates all signs. A sign permit is required for any temporary or permanent signage to be installed on the premises. Contact the Department at (920) 459-3377 prior to installation of any sign within the City limits.

What about “in-home” businesses?

Businesses operating from a home are considered necessary or secondary uses to the primary dwelling use. As such, a home occupation must meet a number of criteria so that the proposed use does not adversely impact neighboring residences. Only specific types of uses are permitted: thus a person would want to determine if they can apply for a proposed home occupation. Prior to operation, a home occupation must be reviewed and approved by the City of Sheboygan Plan Commission. Contact the Department of Planning and Development at (920) 459-3377 for more information.

When do I require a building permit?

After obtaining the necessary zoning approvals, a person may apply for an occupancy and/or building permit. You should be aware that many building improvements require building permits which are regulated by applicable building codes. Please contact the Building Inspection Department at (920) 459-3477 for more detailed information on permits.

Are there any site design requirements for new small businesses?

Projects that require a conditional use permit review and/or a planned unit development, etc. are subject to review by the City of Sheboygan Plan Commission. New commercial buildings, additions, or alterations require approval from the Architectural Review Board. As a condition of those approvals, a project may be required to include landscaping, dumpster enclosures, fences, and additional architectural elements, etc.

Where do I find out if the City has any assistance programs that may benefit my new business?

The City of Sheboygan offers financing options to new and existing businesses. The Historic Preservation Grant Program is a program that provides funds for design/research and construction work to promote façade renovation work on historical buildings. The Economic Development Loan Program is available for a variety of activities related to your new business. This low interest loan program is based on job creation. Please call the Department of Planning and Development at (920) 459-3377 for more information on these financing options.

Where do I find out what type of business activities require a special license?

All liquor licensing and other license requests are handled in the City Clerk's Office. To find out what type of license your new business will require, please contact the City Clerk's Office at (920) 459-3361.

What if I have a water, sanitary sewer or storm concern, who do I contact?

The City of Sheboygan Water Utility handles all water related issues. Contact the Water Utility at (920) 459-3800 for more information.

The Wastewater Treatment Plant is responsible for the effective treatment of wastewater and can be contacted at (920) 459-3464.

The City Engineering Division handles all storm and sanitary sewer questions and can be contacted at (920) 459-3394.

Who do I contact regarding a site drainage plan review?

The City Engineering Division reviews and approves site drainage plans, storm water plans, and erosion control plans for new or expanding developments. Please contact the Engineering Division to review your proposed development and to determine which approval process pertains to your new business. Contact the City Engineering Division at (920) 459-3394 for more information.

Suppose I have questions about:

- **Security?**

The Sheboygan Police Department has a number of crime prevention programs available. For information about any programs available through the Sheboygan Police Department, please contact (920) 459-3333.

- **Fire Safety?**

The Sheboygan Fire Department visits each business in the community at least once a year. At this time, the Fire Department personnel can give advice and answer questions concerning fire prevention. Contact the Fire Department at (920) 459-3327 for more information.

- **Health?**

The City of Sheboygan does not have a health department. These services are handled through the Sheboygan County Health and Human Services Division. Contact the County Health and Human Services Department at (920) 459-6400.

Does the City of Sheboygan have a Business Improvement District (BID)?

Yes, if your new business is located in the downtown area, you will incur a fee from the BID. The fee establishes you as a member of the BID and is used to promote programs and events that draw people to the BID district. For information on whether your business is part of the BID, please contact the BID Manager at (920) 452-6921.



What you may need and where to find it:

Department of Planning and Development

- Conditional Use Permit
- Site Plan Approval
- Architectural Review
- Landscaping Requirements
- Planned Unit Development
- Driveway Openings
- Home Occupation Permit
- Variances/Encroachments
- Sign Permit

Building Inspection Department

- Building Permit
- Electrical Permit
- Heating Permit
- Plumbing
- Clear Water
- Sign Permits
- Occupancy Permits
- Plan Approvals
- Contractor Licenses
- Weights & Measures

City Clerk's Office

- Liquor License
- Other Licenses

Department of Planning and Development

- Historic Preservation Program
- Economic Development Loans
- Sign Grant Program

City Engineering Division

- Site Drainage Plans
- Erosion Control/Storm Water Plan Approval
- Utility Locates (Sanitary and Storm Laterals)
- Curb Cuts

Department of Planning and Development
(920) 459-3377

<http://www.ci.sheboygan.wi.us/Development/DevelopmentHome.html>

Building Inspection Department
(920) 459-3477

<http://www.ci.sheboygan.wi.us/BuildingInspection/BIHome.html>

City Clerk's Office
(920) 459-3361

<http://www.ci.sheboygan.wi.us/Clerks/ClerksHome.html>

City Engineering Division
(920) 459-3394

<http://www.ci.sheboygan.wi.us/DPW/Engineering.html>

Water Utility
(920) 459-3800

<http://www.ci.sheboygan.wi.us/WaterUtility/WaterUtilityHome.html>

Wastewater Utility
(920) 459-3464

<http://www.ci.sheboygan.wi.us/DPW/Wastewater.html>
<http://www.ci.sheboygan.wi.us/WaterUtility/WaterUtilityHome.html>

Sheboygan Police Department
(920) 459-3333

www.sheboyganpolice.com

Sheboygan Fire Department
(920) 459-3327

www.ci.sheboygan.wi.us/fire/SFDhome.html



CITY OF SHEBOYGAN

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