

WELCOME TO MUKWONAGO

Community and Economic Development Department



Thank you for bringing your business to the Village of Mukwonago – Place of the Bear. Our Village's central location offers your business the prime opportunity to attract customers, to access the great Waukesha, Walworth, and Milwaukee areas and to discover an unmatched labor force.

To help facilitate the launch of your new business and expedite the business approval process, the Village has prepared a general checklist. This guide will direct you through the various steps and necessary approvals you will need from Village agencies, as you embark upon your new venture in our community.

The Village of Mukwonago encourages you to open your business as expeditiously as possible.

In many cases, as much as 80% or more, businesses applications can be approved for occupancy by simply completing an Occupancy Permit Application and basic permit review. The balance of businesses seeking occupancy or other applications require a review that may take 45 to 60 days, depending on complete application.

It is the responsibility of each new business to complete the needed approvals before it can open, this checklist will help you avoid unnecessary delays.

The requirements may vary according to the type of business you intend to start or expand, but the following five steps are a good guide to help you know what to expect.

APPROVAL PROCESS CHECKLIST ----- Visit our [website](#) for more information and to apply!

- 1. Prepare a **Business Summary** or develop a business plan that describes what service your business will perform.
- 2. Submit a **Zoning Review Application** with the Planner/Zoning Administrator to discuss your business plan, proposed location, and zoning. [Planning and Zoning Email](#)
- 3. Submit an **Occupancy Permit Application** and one time inspection fee and impact fee, then schedule a date for inspections in order to open on time!
- 4. Based on the **Zoning Review**, the operations of the business or work to be performed, the following may or may not apply:
 - **Conditional Use** - Submit application(s) and review fee to the Planner/Zoning Administrator. (If applicable)
 - **Site Plan and/or Architectural Review** – Submit application with plans and review fee to the Planning and Zoning. (If applicable)
 - **Submit Building Permit Application and Fees to Building Inspection. (If applicable)**
Note: Your licensed contractor obtains the permits and calls for all inspections. Upon approval Building Inspection will issue the Certificate of Occupancy. *Impact fee worksheet required for new, additions, and alterations.* [Building Inspection Email](#)
 - **Signage Permits** – Submit application plans and fees to the Planner/Zoning Administrator in order to receive signage approval, along with Sign Permit after Review from Zoning has been completed.
 - **License Review and Approval** – If applicable, submit applications directly through the Village Clerk's Office for license review and approval from the Village Board. [Clerk-Treasurer Page](#)
 - **Food Related Establishment Approval** -If applicable, consult with the [Waukesha County Environmental Health](#) for food related establishment approvals.
- 5. Do you have your approvals and inspections completed?
- 6. **Open Your Business!**

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