



BUSINESS REGISTRATION APPLICATION

Date: Business Name: Previous Use of Space: Property Address: Business Phone No.: Hours of Operation: # of Employees (Full/Part): Area of Space (in SF): # of Toilet Fixtures: Seating Cap. (If Appl.): Hazardous Chemicals Used or Stored on Site: Yes NoIf a separate water meter is present for tenant space, who will be pay water bill? Tenant Property OwnerSprinkler System: Yes No What date would this water bill be effective as of: Intended Business Use: **Applicant Information (Usually Business Owner):**Name: Phone: Email: Address (+ City, ST, Zip): Emergency Contact & Phone: **Property Owner Information:**Name: Phone: Email: Address (+ City, ST, Zip): Emergency Contact & Phone:

By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.

SCHEDULE OF FEESBase Fee (\$125) *Triple permit fees will be assessed if work is started without a valid permit.* **TOTAL** **PERMIT REQUIREMENTS****Activities Requiring a Business Registration Permit**

- * Any new business moving into an existing tenant space or existing overall structure
- * Any new business occupying a new structure or tenant space
- * Any change in owner or business name

NOTE: A permit is required for a business even if they are moving from one Muskego location to another

Submittal Requirements

- * Completed Application Form
- * Payment of \$125 Fee
- * Narrative Letter: Letter identifying all details of the proposed business and how the business will operate on the property. The details should include projected customer counts, water and sewer usage, parking needs, loading requirements, exterior storage/display needs, proposed alterations to the building exterior, the site, lighting, signage, parking, potential nuisances, and possible expansions.
- * Completed Police Form

**W182 S8200 Racine Ave. Muskego, WI 53150 Ph: (262) 679-4145 Email: zoning@cityofmuskego.org
Online Fee Payment: Goto www.cityofmuskego.org and then click "Online Bill Pay"**



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Muskego Police Department Form

W183 S8150 Racine Avenue, Muskego, WI 53150

Non-Emergency Line (262) 679-4130 Fax Line (262) 679-4113

This form is confidential and is not subject to Open Records Requests or Public Access as outlined in Chapter 5 of the City of Muskego Municipal Code or Wisconsin Statutes 19.35(1)(am). Only the City of Muskego Police Department will maintain this portion of the document in any file for public safety and dispatch purposes.

Public Dispatch Information

Burglar Alarm System: Yes No

Safe/Cash Box on Site: Yes No

Location of Alarm Panel:

Location of Safe:

Was Alarm Permit Issued:

Safe Visible From Outside: Yes No

Interior Lights Left on when Business is Closed: Yes No

Exterior Lights Left on when Business is Closed: Yes No

Location:
(If Yes)

Location:
(If Yes)

Business Key Holder Information

1st Key Holder Name:

Phone Number: Mobile Number:

2nd Key Holder Name:

Phone Number: Mobile Number:

3rd Key Holder Name:

Phone Number: Mobile Number:

Would your business be interested in information about crime prevention or safety for employees? Yes No