

AUTOMOTIVE SERVICE / REPAIR & STORAGE

GETTING STARTED

Your first step is to visit the City of Racine Building Department. Building Department staff will provide you with an application and list of required documents to be submitted in order for your request to be considered. *(Contact the Building Department for a list of current fees.)*

It is strongly suggested that you schedule a pre-application meeting with City Development Staff prior to submitting your application.

City Development **TELEPHONE**
(262) 636-9151

REVIEW PROCESS

Conditional Use Permit (CUP) applications have a 3-step review process.

Review One: City Development Staff

City Development Staff will review your application for completeness and begin preparing for a public hearing.

Review Two: City Plan Commission

A public hearing will be held to hear support or concern from the public.

Plan Commission will consider the request, make recommendations and submit the recommendations to the Common Council.

Review Three: Common Council

The Common Council considers the recommendations at a council meeting, typically the 1st and 3rd Tuesdays of the month.

Common Council will approve or deny Plan Commissions recommendations.

If approved, a letter is sent to you outlining the action and any requirements or restrictions that were included.

OCCUPANCY CERTIFICATE

A Conditional Use Permit does NOT replace an Occupancy Certificate.

The Occupancy Application is available in the Building Department.

Once you submit your application, you'll need to schedule an appointment with the City's Building, Fire, Plumbing and Electrical Inspectors. They will conduct inspections and ensure compliance with applicable City, State and Commercial building codes.

An Occupancy Certificate will be issued once the building is in compliance and conditions of the CUP are complied with.

It is recommended that you begin the process after you received a recommendation of approval for your CUP from City Plan Commission. *(Contact the Building Department for a list of current fees.)*

CONDITIONAL USE PERMIT

A Conditional Use Permit (CUP) is a required permit for automotive repair, service and storage businesses.

This allows the City of Racine to minimize the impact on neighboring properties.

CITY OF RACINE
BUILDING DEPARTMENT
730 Washington Ave. Room 307
Racine, Wisconsin 53403
Phone: (262) 636-9464
Fax: (262) 636-9329

www.cityofracine.org



THINGS TO KEEP IN MIND

Depending on when a complete application is received, the review process can take up to 60 days. Plan accordingly.

Compliance with the permit requirements must occur within 12 months of the date of approval, unless otherwise specified.

The property/business owner must comply with all conditions of approval as long as the business is in operation or until property ownership changes, whichever is longer. If violations are observed, fines will be imposed!

If violations are not corrected timely, the City can proceed to revoke the permit.

ADDITIONAL ASSISTANCE

For additional assistance in starting or opening your small business, contact Racine County Economic Development Corporation's (RCEDC) Launch Box program.

They are available to assist you in navigating the resources and tools available to you.



www.racinecountyedc.org TELEPHONE

(262) 898-7404



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This brochure was prepared by LaunchBox, a joint initiative of the City of Racine, County of Racine, Racine County Economic Development Corporation, Wisconsin Economic Development Corporation, SC Johnson Foundation and Twin Disc, Inc.

AUTOMOTIVE



OPENING A BUSINESS IN THE CITY OF RACINE

