



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](#).)
 - 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