



**VILLAGE OF PLEASANT PRAIRIE
BUSINESS LICENSE APPLICATION
(Home Based Business)**

Business License #: _____

- ☐ New
☐ Renewal
☐ Notice of Change

This license shall be issued pursuant to Article VII of the Chapter 420 of the Village Municipal Code and is required to be renewed annually (no later than January 15 of each year). Licenses that are not renewed will be subject to a payment of a late fee in addition to the renewal fee.

SECTION 1: BUSINESS INFORMATION

Name of Business:	
Location (Address) of Business:	
Village Tax Parcel Number:	
NAICS Number and Main Classification (see instruction sheet):	
NAICS Sub-Classification (see instruction sheet):	
Describe the activities to be conducted in the home related to this business: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
# of Full-Time Employees (30+ hrs./week):	# of Part-Time Employees (less than 29 hrs./week):
# of Seasonal Employees (960 hrs. or less/year):	
Area (sq. ft.) of building used for the business:	
Year Business became operational at this location:	
Does this Business require a State or Federal License to operate? <input type="checkbox"/> Yes, If yes submit a current and valid copy of said license <input type="checkbox"/> No	

SECTION 2: BUSINESS OWNER (OCCUPANT) INFORMATION

Select one of the following:	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Non-Profit Organization
	<input type="checkbox"/> Other
Legal Business Name:	
Contact Name:	
Phone:	Email:
Address (include city, state and zip code):	

SECTION 3: PROPERTY OWNERSHIP

Property Owners Name:	
Address (include city, state and zip code):	
Phone:	Email:

SECTION 4: CERTIFICATION AND SIGNATURE

I, (We), hereby certify that the home based business will be carried out by the resident or occupant, that this is his/her place of primary residence, and that said home based business is clearly incidental to the residential use of the property and will not change the essential residential character of the property and the surrounding neighborhood.

I, (We), understand and certify that the home based business will comply with the following requirements:

1. The business will not be detrimental to the public health, safety and welfare.
2. The business will be carried out by the resident/occupant of the home and no more than two nonresidents are employed and work on the property.
3. If applicable, no more than two students or two patrons, associated with the business will be on the property at one time. (This requirement exempts a state license day care of 8 or fewer children/adults.)
4. No more than 25% of the principal building or the accessory building area will be used to conduct the business and no outside storage or displays will be associated with the business (Unless home is used for a state licensed day care).
5. No outside storage or displays will be used. In addition, no display of product will be visible from the street or the adjacent property.
6. No internal or external building alterations inconsistent with the residential use of the building will be done.
7. No chemical, mechanical or electrical equipment that is not normally a part of domestic or household equipment will be used in connection with the business which may cause an interference, disruption or nuisance to an adjacent property owner on a regular basis.
8. No machinery or equipment will be used in connection with the business that causes noises or other interference in radio or television reception.
9. No commercial machine repair or sharpening of equipment or machines will be associated with this business which may cause an interference, disruption or nuisance to an adjacent property owner on a regular basis.
10. No more than four passenger vehicles will be on the property at any one time in connection with the business.
11. No construction equipment or construction related vehicles or trailers will be parked or stored on the property. In addition, no commercial delivery vans, trucks, semi-trucks/semi-trailers, truck cabs, box trucks, buses, trailers or any vehicle licensed or rated to be in excess of 7,000 pounds will be parked or stored on the property.
12. The business will not cause parking or traffic congestion problems on the adjacent roadways or neighboring properties. Only off-street parking normal for residential use will be allowed.
13. Deliveries will be accepted by United States mail, UPS, Federal Express or other mail carrier. Semi-truck deliveries will not be accepted more than once a month.
14. Any sign associated with this business will be in compliance with Article X of Chapter 420 of the Village Zoning Ordinance. In addition, a sign will only be installed after the required sign permit is approved and issued by the Village.

I, (We), further certify that all information submitted herein are true and correct to the best of my knowledge.

Print Name:
Signature:
Date:

**SECTION 5: FUTURE CORRESPONDENCE WILL BE SENT TO THE BUSINESS OWNER
(OCCUPANT) SPECIFIED IN SECTION 2**

For additional questions contact the Community Development Department, 9915 39th Avenue, Pleasant Prairie WI 53158 or 262-925-6717 or email communitydevelopment@plprairie.com