



**CITY OF OAK CREEK  
RESTAURANT, LODGING, RECREATION, BODY ART  
PERMIT APPLICATION**

**Oak Creek Health Department  
8040 S 6<sup>th</sup> Street  
Oak Creek, WI 53154  
Main: 414-766-7950  
Fax: 414-766-7977**

This form must be completed before a permit can be issued. Send the completed application and fee(s) in the form of check or money order payable to the **City of Oak Creek**. Incomplete information may delay the processing of your application. For the complete mailing address see reverse side this form. Type or Print Only. New establishments and remodel/modification applicants should add contact information for both the plan review and pre-inspection process.

Application is for:       New Establishment               Change in Ownership               Remodel/Modification

Establishment Name		Establishment Operator (Manager) Email
Establishment Street Address, City, State & Zip Code		Establishment Telephone (   ) -
Legal Licensee (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)		Legal Licensee Email
Licensee Street Address, City, State & Zip Code		Legal Licensee Telephone (   ) -
Name of Agent for the Corporation/Operator (if applicable)		Intended Date of Opening for Business (mm/dd/yyyy)
Name of Former Business	Name of Former Operator	ID No.
Primary Contact Plan Review	Plan Review Phone Number	Plan Review Email
Primary Contact Pre-Inspection	Pre-inspection Telephone	Pre-Inspection Email
Additional Contact	Telephone	Email

**Complete the section that applies to your facility below:**

RESTAURANTS	Fees		
	Permit (annual)	Pre-Inspection (New Establishments, Change Ownership, Remodel)	Plan Review (New Establishments/Remodel)
<input type="checkbox"/> Prepackaged off-premise	\$246.00	\$120.00	\$ 77.00
<input type="checkbox"/> Full-service –Simple*	\$371.00	\$190.00	\$112.00
<input type="checkbox"/> Full-service – Moderate*	\$409.00	\$204.00	\$182.00
<input type="checkbox"/> Full-service – Complex*	\$500.00	\$246.00	\$240.00
<input type="checkbox"/> Additional Food Prep Area	\$100.00	\$ 45.00	\$ 80.00

Restaurant complexity is determined by the health inspector using risk assessment.  
State of Wisconsin Restaurant Manager Certification ID No.: \_\_\_\_\_ Expiration Date (mm/dd/yyyy): \_\_\_\_\_

LODGING	Fees			Sleeping Rooms #
	Permit (annual)	Pre-Inspection (New Establishments, Change Ownership, Remodel)	Plan Review (New Establishments/Remodel)	
<input type="checkbox"/> Tourist Rooming House (1-4 rooms) (Cabin, Cottage, etc.)	\$218.00	\$204.00	\$ 77.00	
<input type="checkbox"/> Hotel/Motel/Resort (5-30 rooms)	\$312.00	\$204.00	\$109.00	
<input type="checkbox"/> Hotel/Motel/Resort (31-99 rooms)	\$404.00	\$232.00	\$142.00	
<input type="checkbox"/> Hotel/Motel/Resort (100-199 rooms)	\$439.00	\$261.00	\$154.00	
<input type="checkbox"/> Hotel/Motel/Resort (200 + rooms)	\$500.00	\$289.00	\$172.00	
<input type="checkbox"/> Bed & Breakfast	\$218.00	\$120.00	\$ 77.00	

Hotel/Motel operator, please advise as to how you want to be classified:       Hotel       Motel  
If a lodging facility, is there food service for tourists, transients or guests on your premises?       Yes       No

CAMPGROUNDS, RECREATIONAL/EDUCATIONAL CAMPS	Fees			Number of Sites
	Permit (annual)	Pre-Inspection (New Establishments/Change Ownership/Remodel)	Plan Review (New Establishments/Remodel)	
Campground (1-25 sites)	\$196.00	\$134.00	\$ 59.00	
Campground (26-50 sites)	\$250.00	\$134.00	\$ 75.00	
Campground (51-100 sites)	\$305.00	\$190.00	\$ 92.00	
Campground (101-199 sites)	\$355.00	\$190.00	\$107.00	
Campground (200 + sites)	\$410.00	\$218.00	\$123.00	
<b>Total Campground Capacity:</b>				
Recreational/Educational Camps	\$511.00	\$359.00	\$179.00	
Do you have food service for patrons? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Layout and plan must be submitted with application for new and remodeled camps.				

POOLS & WATER ATTRACTIONS	Fees		
	Permit (annual)	Pre-Inspection (New Establishments/Change ownership/Remodel)	Plan Review (New/ Modified/Remodel)
<input type="checkbox"/> Pools – All Types	\$278.00	\$190.00	\$ 98.00
<input type="checkbox"/> Water Attraction	\$309.00	\$190.00	\$109.00
<input type="checkbox"/> Water Attraction (≤ 2 slides)	\$330.00	\$190.00	\$116.00
<input type="checkbox"/> Water Attraction – Each Additional Slide	\$194.00	\$ 78.00	\$ 68.00

Note: Department of Commerce plan approval required for new / altered / modified pools.

TATTOO & BODY-PIERCING ESTABLISHMENTS	Fees		
	Permit (Annual)	Pre-Inspection (New Establishments/Change of Owner/Remodel)	Plan Review (New Establishment/Remodel)
<input type="checkbox"/> Tattoo Establishments	\$305.00	\$204.00	\$ 97.00
<input type="checkbox"/> Body-Piercing Establishments	\$305.00	\$204.00	\$ 97.00
<input type="checkbox"/> Combined Tattoo/Body-Piercing Establishments	\$341.00	\$261.00	\$119.00

State of Wisconsin Tattooist/Body-Piercer ID No.:

Expiration Date (mm/dd/yyyy):

**Describe the operating schedule of your facility:**

<input type="checkbox"/> Year Round	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<input type="checkbox"/> Winter							
<input type="checkbox"/> Summer							

APPLICANT SIGNATURE

Date Signed (mm/dd/yyyy)

A permit shall not be issued to a new establishment/new owner without a pre-inspection and payment of applicable fees. Establishments must also be properly zoned for activity.

**TOTAL AMOUNT ENCLOSED: \$**

Please mail completed application to:

Oak Creek Health Department  
Attn: Environmental Health  
8040 S 6<sup>th</sup> Street  
Oak Creek, WI 53154

§ 3.40 (15) and § 8.10 City of Oak Creek Municipal Code