



Oak Creek Health Department
8040 S 6th Street
Oak Creek, WI 53154

414-766-7950
www.oakcreekwi.org

Hours: Monday-Friday
7:30 AM – 4:00 PM

**Contact the Oak Creek
Health Department!**

Environmental health specialists are available to assist you in the permitting process and address any questions you have. Our goal is to help you operate safely and efficiently. We look forward to working with you!

Environmental Health Staff:

Elizabeth Ruder

Jamie Kinzel

Oak Creek Health Department
8040 S 6th St
Oak Creek, WI 53154



OAKCREEK
— WISCONSIN —

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eruder@oakcreekwi.org

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**New Applicant
Guide:**

**Permitting for
Recreational
Business**

**Environmental Health
and Inspection**



OAKCREEK
— WISCONSIN —

Congratulations on your new business plans! Is a permit required?

Depending on the building, location, and type of operation, multiple applications for permits may be required with the Inspection Department, but also with the Health Department. Visit the Oak Creek Health Department to consult with an environmental health specialist (EHS) regarding the necessary permits required to open your business:

- **Food service:** restaurants and retail
- **Recreational water:** swimming pools and whirlpools
- **Lodging:** hotels, motels, tourist rooming houses
- **Campground**
- **Tattoo/Piercing**



Fees

Plan Review: EHS staff will review the architectural plans submitted to the health department to ensure new facilities are built and renovated according to current code. Review is designed to promote efficiency and prevent future code violations by addressing design issues prior to construction/installation.

Pre-Inspection: Following plan and building permit approval, construction and installation may begin. Upon completion, a facility will undergo a pre-inspection in a “ready to open” state. Without major violations, a permit to operate can be released at the time of pre-inspection.

Annual Permit: all facilities are responsible for an annual fee submission to maintain an active permit.

**All fees are due prior to service.*

Permitting Process

Step 1: Submit a completed application form provided by the health department. You may request an application via phone, email, in-person, or on the City of Oak Creek website.

Step 2: Consult with an EHS. You will discuss the construction timeline, projected opening date, and three steps in permitting: *plan review, pre-inspection, and annual permitting.* It is important to communicate with the EHS throughout the entire permitting process.

Step 3: Submit construction plans, equipment descriptions, and a menu (if applicable) to the health department. Separate submission to the State of Wisconsin may also be required.

Step 4: Respond to plan review letter. A response letter is usually delivered within 2 weeks of plan submission and may request more information or designate conditions. If a response is requested, submit your response to the EHS within two weeks.

Step 5: Schedule pre-inspection at least two weeks before the opening date.

Step 6: Permit release. A permit to operate can be released at pre-inspection if no major violations observed.

