

Checklist for obtaining a Pawnbrokers/Second Hand Jewelry Dealer/Secondhand Article Dealer

_____ **Building Department** – City Hall 730 Washington Ave. Room 307 (262) 636-9464

The Building Department **MUST** sign off on the Zoning Approval form before we can process your application(s). (This form is for new applications not holding an existing license for the type of business you are applying for).

_____ **City Clerk's Office** – City Hall 730 Washington Ave. Room 103 (262) 636-9171

Turn in completed applications here. If you have any questions regarding applications, contact us.

_____ **City Development Office** - City Hall 730 Washington Ave. Room 102 (262) 636-9151

NEW ONLY IF CONDITIONAL USE REQUIRED

CALL THE DEPARTMENTS LISTED BELOW TO SETUP APPOINTMENTS & TO HAVE YOUR PREMISES INSPECTED

Your license(s) will NOT be released until the City Clerk's Office has received an "OKAY" from each of these departments.

_____ **Police Department** – 730 Center Street – (262) 635-7780

The person needing to be fingerprinted **must** setup an appointment. (This only has to be done one time) Fingerprinting is only done by appointment on Mondays from 9:00 A.M. -11:00 A.M. (They will need to sign off that you have completed the NEWSPRS and are compliant)

_____ **Environmental Health Department** – City Hall 730 Washington Ave. Room 1 (262) 636-9203
(Inspection)

_____ **Building Department** – City Hall 730 Washington Ave. Room 307 (262) 636-9161
(Inspection and Occupancy Permit)

_____ **Fire Department** – Fire 810 Eighth St. (262) 635-7915
(Inspection)

_____ **Wisconsin Seller's Permit Number** – Wisconsin Dept. of Revenue 4911 88th Ave. Kenosha, WI
(608) 266-2776 (Hours: Monday, Tuesday & Wednesday 7:45am to 1:00pm)

Our office **MUST** have receipt showing proof you have applied for your Wisconsin Seller's Permit Number before your license can be issued.

Applications must be filed and paid for by noon on the Friday before a Council meeting in order to be presented to the Council. The Council meets the first and third Tuesday of every month, except the 3rd Monday of April and 1st Monday of August. Applications are then referred to the Public Safety & Licensing Committee for its next meeting.