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CHANGE OF OCCUPANCY Application Handout

1. Request for occupancy must have the following information or cannot be accepted:

- a) The required Kenosha County Permits
- b) Site plans (two (2) copies required)
- c) Floor plans (two (2) copies required)
- d) Any other information which is available

2. Action:

- a) The Site and Floor Plans are routed to the Inspection and Fire Departments for plan review.
- b) A field investigation is undertaken
- c) Analysis of history of the site, departmental comments/requirements and field investigation is completed.
- d) A Conditional Use Permit (C.U.P.) may be required from the Village of Somers Plan Commission, if the plans do not meet zoning requirements and there are outstanding concerns. The applicant is required to apply for an Occupancy Permit through the Building Inspection Department within thirty (30) days from the date the C.U.P. permit was issued.
- e) If concerns or questions are found from the review of the plans, a letter is sent to the agent outlining the concerns that have to be met.
- f) The Plan Commission will make a recommendation to table, deny, or approve the application with modifications and/or concerns.