

## **Permits, Licenses & Government Regulations**

Obtain a list of state permits or licenses your business needs before you get started by going to the Wisconsin Department of Commerce website and using the Business Wizard at this link:

<http://ww2.wisconsin.gov/state/wizard/app/LoadIntro>

### **State of Wisconsin Permits and Licenses**

Some types of businesses are required to have a permit or a license to operate in the State of Wisconsin. The Wisconsin Department of Regulation and Licensing is responsible for credentialing and regulating more than 60 different professions and occupations in the state as well as more than two dozen types of businesses. Contact the DRL at (608) 266-2112 or on the web at [www.drl.state.wi.us](http://www.drl.state.wi.us).

Another resource is the Business Assistance Center. The BAC specializes in helping start-ups and entrepreneurs find the licenses and permits they need to operate in Wisconsin. They provide a number at 1-800-HELP-BUS(iness).

### **Local Permits and Licenses**

All businesses should contact their local municipal official regarding local permits, licenses, and regulations which apply.

### **Building, Zoning, and Land Use Permits**

The business or property must be zoned for business use. Construction of new buildings and most business remodeling projects will generally require building permits. A home based business located in a residential zoning district may require a re-zoning or conditional use permit to operate legally. For more information on building permit or zoning questions in cities and villages consult the list above. For more information on building permits in towns consult the list above and for zoning information contact the Manitowoc County Planning Department at (920) 683-4185.

Generally, construction/remodeling projects over 5,000 cubic feet will be required to submit plans to the Division of Safety and Buildings at the Wisconsin Department of Commerce. Call the Division of Safety and Buildings in Madison at (608) 266-3594.

### **Health Inspections**

The Manitowoc County Public Health Department licenses and inspects all restaurants, retail food operations, lodging facilities, public swimming facilities, campgrounds, tattoo and piercing establishments, recreational camps, and manufactured home parks that operate in Manitowoc County. For more information call the Manitowoc County Health Department at (920) 683-4155.

### **Seller Permits**

A seller's permit is required for every individual, partnership, corporation, or other organization making retail sales, leases, or rentals of tangible personal property or taxable services in Wisconsin, unless all sales are exempt from sales or use tax. To obtain a sellers permit contact the Wisconsin Department of Revenue at 608-266-2776 or visit their website at <http://www.dor.state.wi.us/faqs/pcs/seller.html>.

### **Fire Inspections**

Most businesses are required to have annual fire inspections. For more information please contact the appropriate persons under Local Permits and Licenses.

## **Environmental Laws**

Contact the Manitowoc County Soil and Water Conservation Department for information on ordinances regarding livestock waste management and construction site erosion control and storm water management. Water quality improvement programs, farmland preservation programs, land and water resource management plans, and the Wisconsin priority watershed program can also be discussed by calling at (920) 683-4183.

For federal and state environmental licenses contact the Wisconsin Department of Natural Resources. To find out more information call the WDNR Business Sector Specialists at (608) 267-9500.

## **Americans with Disabilities Act (ADA)**

Employers must provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodations cause undue hardship to the business. For more information on reasonable accommodation and undue hardship call 1-800-669-3362 to request a free copy of *Enforcement Guidelines on Reasonable Accommodation and Undue Hardship Under the ADA*, or review it at the Equal Employment Opportunity Commission's website, [www.eeoc.gov](http://www.eeoc.gov). More help can be gained from the ADA Wisconsin Partnership. The ADA Wisconsin Partnership can help with questions about ADA, help find solutions, send ADA publications, provide ADA training, and refer to additional resources. For more information call 1-800-708-3034.

## **Occupational Safety & Health Act (OSHA)**

OSHA requires that employers under this act must provide a workplace free from recognized hazards that may cause or are likely to cause death or serious physical harm to employees. Employers are responsible to comply with standards, rules, and regulations issued by OSHA. These regulations differ from industry to industry. It is important to note that most businesses with 10 or fewer employees are exempt from OSHA record keeping requirements. However all business owners should be familiar with OSHA requirements that pertain to their business.

Copies of OSHA forms and publications are available through OSHA Publications Office, PO Box 37535, Washington D.C. 20013-7535, by phone at (202) 693-1888. Many forms can be downloaded at [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list).

For additional help with OSHA safety contact the Wisconsin Safety Consultation Program through the Department of Commerce. They do not issue citations, enforce penalties, or report possible safety violations to OSHA. Their phone number is 1-800-947-0553. For help with OSHA health contact Department of Health and Family Service, Bureau of Occupation Health at (608) 266-0417.