



Contact the Oak Creek Inspections Division!

Oak Creek Inspections Division
8040 S 6th Street
Oak Creek, WI 53154

414.766.7000
www.oakcreekwi.org

Hours: Monday-Friday
8:00 AM – 4:00 PM

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:

Dale Pittman

Oak Creek Inspections Division
8040 S 6th St
Oak Creek, WI 53154



OAKCREEK
— WISCONSIN —

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New Applicant Guide

Permitting for Recreational Business

Environmental Health
and Inspection



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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 from various departments in the City of Oak Creek, including Inspections Division. The permitting process by the Inspections Division is separate from other departments. Visit the Oak Creek Inspections Division to consult with an environmental health specialist (EHS) regarding the necessary permits required to open your business:

- **Food service:** restaurants, retail, temporary food service
- **Recreational water:** swimming pools, whirlpools, water attractions
- **Lodging:** hotels, motels, tourist rooming houses
- **Campground**
- **Recreational Education Camp**
- **Tattoo/Body Piercing**



Fees

Plan Review: EHS staff will review the architectural plans submitted to the Inspections Division to ensure new facilities are constructed 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 Inspections Division. You may request an application via phone, email, in-person, or on the City of Oak Creek website. Be sure to include the appropriate contacts for all three steps in the permitting process (ex: *plan review, pre-inspection, annual permitting*).

Step 2: Consult with an EHS. You will discuss the construction timeline, projected opening date, and the three steps in permitting. It is important to communicate with the EHS throughout the entire permitting process to avoid delays.

Step 3: Submit construction plans, equipment descriptions, and a menu (if applicable) to the Inspections Division. Remember, each department in Oak Creek performs an independent plan review for each relevant code (ex: construction code vs. health code). 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 in writing to the EHS within two weeks.

Step 5: Schedule pre-inspection at least two weeks before the opening date. Remember, the facility must be in ready to open at the time of pre-inspection.

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