

OPENING A BUSINESS IN THE CITY OF RACINE

GENERAL RETAIL

Are you planning to open a store that sells NEW goods to customers? Then the permit process for you is pretty simple.

Generally retail establishments are acceptable in all business districts in the City. However, depending on the business district there may be additional permits required. Contact the Building Department. *Certain fees may also apply.*

Building Department

TELEPHONE: (262) 636-9464

SPECIAL EXCEPTIONS

1. Are you planning to locate on Douglas Avenue or State Street or in Downtown, Uptown or West Racine? If so, you'll need to discuss your project with the Department of City Development before proceeding.

Department of City Development

TELEPHONE: (262) 636-9151

2. Are you planning to operate a consignment or secondhand retail store? If so, you'll need additional permits. Contact the Clerk's Office for the appropriate permit applications.

City Clerk's Office

TELEPHONE: (262) 636-9171

NEED ANSWERS?

When in doubt about whether or not you need a special permit for your particular business or location, it is best to contact the Building Department before you proceed.

The Building Department can provide guidance on permitting and help direct you to the appropriate departments.

The Department is located on the third floor of City Hall.

Building Department

TELEPHONE: (262) 636-9464

ADDITIONAL ASSISTANCE

For additional assistance in starting or opening your small business, contact Racine County Economic Development Corporation's (RCEDC) Launch Box program.

Launch Box

TELEPHONE: (262) 898-7404

www.launchboxracine.com



PERMITS & APPLICATIONS

Information regarding the occupancy certificate application and other permit applications can be located at the City of Racine's website, under the Building and Clerk Department pages.

CITY OF RACINE CLERK'S OFFICE
730 Washington Ave. Room 103
Racine, Wisconsin 53403
Phone: (262) 636-9171
Fax: (262) 636-9548

www.cityofracine.org





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This brochure was prepared by LaunchBox, a joint initiative of the City of Racine, County of Racine, Racine County Economic Development Corporation, Wisconsin Economic Development Corporation, SC Johnson Foundation and Twin Disc, Inc.

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