

## Alcohol Sales & Consumption

Alcohol sales and/or consumption is only allowed in certain zoning districts. A **conditional use permit** is required before a business may serve alcohol outdoors. Please contact the Planning Division at 364-6700 to inquire about where alcohol sales and/or consumption may occur.

An alcohol license, available through the City Clerk's Office (364-6680), is also required before a business may sell alcohol for on- and off-premise consumption.

## Licenses & Permits

All businesses (excluding home occupations) need a **Business Permit**. A Business Permit is \$100-200 and applications may be obtained from the Water Resources Division (364-2888) or the Treasurer's Office (364-6663) or [www.beloitwi.gov](http://www.beloitwi.gov). The following licenses and permits may also be required, depending upon the nature of the business:

- Alcohol – Class A or B
- Operator/Bartender
- Outdoor Vendor
- Secondhand or Pawn
- Fireworks Stand
- Many Others

Please contact the **City Clerk's Office** at 364-6680 with questions about the above licenses and permits.

Note: This list excludes other permits that may be required by Rock County and/or the State of Wisconsin.

## Historic Properties

There are 343 historic properties in the City of Beloit. The City's Historic Preservation Ordinance regulates the alteration and/or modification of historic properties. If you know or suspect that you're working with a historic property, please contact the Planning Division at 364-6700 for information about historic preservation rules and procedures. An inventory of historic properties is available in the historic preservation section of the City's website. Tax credits may be available for projects involving historic properties.

## Grants for Downtown Sites

Beloit's award-winning downtown offers grants to downtown businesses for façade and sign improvements through the Downtown Beloit Association. For more information, contact the DBA at 313-1370 or [www.downtownbeloit.com](http://www.downtownbeloit.com).

## Assistance for Entrepreneurs

The Rock County Entrepreneurial Business Development (RCEBD) program assists start-ups and small businesses with concepts, marketing, planning, and other resources. For more information, visit [www.rockcountyalliance.com](http://www.rockcountyalliance.com).

\*This guide is for informational purposes only. Each situation and property is unique, and regulations not described in this guide may apply. Please contact the Planning Division at 364-6700 with questions about the applications or processes that are described in this Guide.\*

# Important Guidelines for Beloit Businesses



*Planning & Building Svcs Division*

*100 State Street*

*Beloit, WI 53511*

*Phone: (608) 364-6700*

*Fax: (608) 364-6609*

*[www.beloitwi.gov](http://www.beloitwi.gov)*

## Using Property

Before you buy or lease property, inquire about the property's zoning classification. The City has several zoning districts, and each district has a unique combination of permitted uses, conditional uses, and prohibited uses. Ideally, businesses will be able to find available space in a zoning district that lists the proposed business as a permitted use. A permitted use is allowed by right in the zoning district. If the proposed business is a conditional use, a **conditional use permit** is necessary before the business may operate. Conditional use permit applications are considered by the Plan Commission and the City Council. The process usually takes 6 weeks.

Contact the Planning Division at 364-6700 with questions or visit City Hall or the City's website to locate a Conditional Use Permit application.



## Building New, Expanding, and Renovating

Site Plan Review is required before you may build a new structure, add to an existing structure, construct a new parking lot, or expand an existing parking lot by 25% or more. The Planning Division reviews site plans to ensure that the proposed project meets the standards of the City's Zoning Ordinance. An approved site plan will result in the issuance of a **Certificate of Zoning Compliance**, which will allow you to seek a Building Permit.

Architectural Review is required for every new structure, addition, exterior renovation, and sign (excluding residential buildings containing one or two units).

A landscaping and lighting plan must be submitted when a new building, storage area, or parking lot is constructed and when a building or parking lot is expanded by 25% or more, and when 25% of a parking lot is removed and replaced. An approved Architectural Review application will result in the issuance of an **Architectural Review Certificate**.

Contact the Planning Division at 364-6700 with questions or visit City Hall or the City's website to locate an Architectural Review Certificate application.

## Building Permits

A Building Permit is required for all new structures, additions, renovations, structural repair, and mechanical system replacement. Once the work is completed and inspected, a **Certificate of Occupancy** will be issued.

## Parking

In most areas of the City, off-street parking and loading spaces are required. Off-street parking and loading spaces are not required in the Central Business District. When a building is constructed, expanded, or the use changes, the off-street parking standards must be met. Parking requirements vary by land use, but the number of spaces required is typically based on the size of the building (in square feet).

## Signs

*The City's Outdoor Sign Regulations outline different number, size, and height standards in each zoning district. If you are planning to erect a new sign or you plan to change, move, or expand an existing sign, you will need a **Sign Permit** and an **Architectural Review Certificate**.*