

## **TIMEFRAMES AND COSTS FOR APPROVALS**

<b>Scenario 1: Opening a Sit-Down Restaurant in a Space Formerly Used for the Same Purpose</b>		
<b>Approval Type</b>	<b>Time Needed to Obtain Approval (minimum)</b>	<b>Cost of Obtaining Approval</b>
Building Permit	Plan review – completed within 1-15 days from submittal of plans (submittal package must be complete)  Inspections – typically completed within 24-48 hours of customer request	Plan exam fee: \$95 and up, based on square footage of area to be altered  Permit fee: 1% of the cost of construction, with a minimum of \$80
Certificate of Occupancy	Inspections typically completed within 24-48 hours of customer request (customer makes appointment with each inspector). Once all inspections are approved, licenses applied for and BOZA approval obtained, certificate can be issued.	\$225 (if building has gross area of less than 10,000 sq. ft.)  \$425 (if building has gross area of 10,000 sq. ft. or more)
Zoning (special use permit or use variance)	4-6 weeks from submittal of application to Board decision	Special use permit: \$300-\$500, based on lot area  Use variance: \$350-\$950, based on lot area
Food Dealer License	15 days from submittal of application and fingerprints to issuance of license (if no objection)  4-6 weeks from submittal of application and fingerprints through Common Council to issuance of license (if objection filed)	\$300 at time of application plus \$525 to \$1,725 annually, based on gross annual sales
Alcohol Beverage License	5-7 weeks from submittal of application, fingerprints and plans to City Clerk through Common Council process to issuance of license by City Clerk (note: longer than food dealer license because of CPTED)	\$600 plus \$10 publication fee annually

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<b>Scenario 2: Opening a Business Office in a Space Formerly Used as a Business Office That Has Been Vacant for 2 Months</b>		
<b>Approval Type</b>	<b>Time Needed to Obtain Approval (minimum)</b>	<b>Cost of Obtaining Approval</b>
Building Permit	<p>Plan review – completed within 1-15 days from submittal of plans (submittal package must be complete)</p> <p>Inspections – typically completed within 24-48 hours of customer request</p>	<p>Plan exam fee: \$95 and up, based on square footage of area to be altered</p> <p>Permit fee: 1% of the cost of construction, with a minimum of \$80</p>
Certificate of Occupancy	Inspection not required, so certificate can be issued almost immediately. If BOZA approval is required, certificate can be issued once BOZA approval is obtained.	\$75 (no inspection required for this occupancy)
Zoning (special use permit or use variance)	4-6 weeks from submittal of application to Board decision	<p>Special use permit: \$300-\$500, based on lot area</p> <p>Use variance: \$350-\$950, based on lot area</p>

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<b>Scenario 3: Opening a Sit-Down Restaurant in a Former Grocery Store in an Existing Strip Mall (No Alcohol License)</b>		
<b>Approval Type</b>	<b>Time Needed to Obtain Approval (minimum)</b>	<b>Cost of Obtaining Approval</b>
Building Permit	Plan review – completed within 1-15 days from submittal of plans (submittal package must be complete)  Inspections – typically completed within 24-48 hours of customer request	Plan exam fee: \$95 and up, based on square footage of area to be altered  Permit fee: 1% of the cost of construction, with a minimum of \$80
Certificate of Occupancy	Inspections typically completed within 24-48 hours of customer request (customer makes appointment with each inspector). Once all inspections are approved, licenses applied for and BOZA approval obtained, certificate can be issued.	\$225 (if building has gross area of less than 10,000 sq. ft.)  \$425 (if building has gross area of 10,000 sq. ft. or more)
Zoning (special use permit or use variance)	4-6 weeks from submittal of application to Board decision	Special use permit: \$300-\$500, based on lot area  Use variance: \$350-\$950, based on lot area
Food Dealer License	15 days from submittal of application and fingerprints to issuance of license (if no objection)  4-6 weeks from submittal of application and fingerprints through Common Council to issuance of license (if objection filed)	\$300 at time of application plus \$525 to \$1,725 annually, based on gross annual sales

## TIMEFRAMES AND COSTS FOR APPROVALS

Scenario 4: Constructing & Occupying a New Multi-Tenant, Mixed-Use Building That Contains a Bank, Convenience Store, Day Care Center and Several Offices		
Approval Type	Time Needed to Obtain Approval (minimum)	Cost of Obtaining Approval
Building Permit (For new building and each tenant space)	<p>Plan review – completed within 1-15 days from submittal of plans (submittal package must be complete)</p> <p>Inspections – typically completed within 24-48 hours of customer request</p>	<p><u>Construction of the New Building</u></p> <p>Plan exam fee: \$185 and up, based on square footage of new construction</p> <p>Permit fee: \$0.30 per square foot, with a minimum of \$200</p> <p><u>Build-Out of Each Tenant Space</u></p> <p>Plan exam fee: \$95 and up, based on square footage of area to be altered</p> <p>Permit fee: 1% of the cost of construction, with a minimum of \$80</p>
Certificate of Occupancy (For each tenant/occupant individually)	Inspections typically completed within 24-48 hours of customer request (customer makes appointment with each inspector). Once all inspections are approved, licenses applied for and BOZA approval obtained, certificate can be issued.	<p>New construction certificate of occupancy fee per tenant, based on square footage of tenant space:</p> <p>\$75 (if space is less than 10,000 sq. ft.) \$125 (if space is 10,000 sq. ft. or more)</p>
Zoning (special use permit or use variance) (For each tenant or occupant individually)	4-6 weeks from submittal of application to Board decision	<p>Special use permit: \$300-\$500, based on lot area</p> <p>Use variance: \$350-\$950, based on lot area</p>
Food Dealer License (Convenience store)	<p>15 days from submittal of application and fingerprints to issuance of license (if no objection)</p> <p>4-6 weeks from submittal of application and fingerprints through Council to issuance of license (if objection filed)</p>	\$300 at time of application plus \$200 to \$2,050 annually, based on gross annual sales and whether convenience store does “food processing”