

## Flow Chart Text: Overview of the Process – Opening a Sit-down Restaurant in the City of Milwaukee

(It is assumed that the property is not historic, there are no planning issues, the restaurant is not requesting a sidewalk café or an extension of premise.)

### Development Center:

Preliminary Zoning Code and Building Code check when applicant meets with Plan Exam.

**Zoning:** If the use is not permitted or variances are required, then applicant must submit application to BOZA. Whether the use is permitted or not, they continue with the Building Code check.

**Building:** If applicant is using existing restaurant space with no alterations, then they can proceed directly to Occupancy application. If alterations are needed or this is a change of use, then they must submit plans for review. If the space is > 50,000 cu ft, or it's a change of use then a design professional must prepare the plans. If plans submitted are not complete or if they require additional information, then plan review is on hold until that information is received. It may take additional time to complete review.

As part of the plan review, plan exam will reach out to Health Dept to coordinate review.

Once review is complete, plan exam will check to see that BOZA has been approved, the license application was made and there is approval from the Health Dept. Permit will not be issued until these are done.

Inspectors check field conditions along with approved plans and building code requirements and determine if the work was done in accordance with the permit. Any discrepancies must be resolved with the field inspector; plan examiner may also be involved. When all is resolved, permit will be closed.

### BOZA process:

Applicant meets with plan examiner who prepares BOZA Referral Letter. They then submit application to BOZA office. It is scheduled for ZAG (Zoning Administration Group); they determine if the application is complete. Once it is complete, they will schedule for public hearing. The process generally takes 4-6 weeks. The Board has the right to approve, deny or hold the request. If it is held, then it is scheduled for another hearing. If denied, applicant can appeal to circuit court.

### Occupancy Process:

There will be a zoning code and a building code check when the occupancy application is made. If the use is not permitted and has not yet been to BOZA, then it also proceeds to the BOZA application process. The applicant must also show proof that the food and alcohol license application was made; the names need to match both applications. The occupancy application will be processed when these are complete. Once the application has been processed, the applicant can call and arrange for inspections. The inspectors will coordinate with the health inspector to make sure that building conditions meet code and match the permit from plan exam and the plans that were submitted to Health. The applicant will resolve any discrepancies with the inspector; the plan examiner may also be involved. The field inspector will calculate the final building capacity. Staff will not issue occupancy until BOZA has been approved. (Not shown on the flowchart are the arrangements for the fire inspection and the FPP application and fee.)

### License Division:

Applicant submits application for alcohol and food license. These two applications can go thru the system separately since food will generally be a shorter process, however applicants often choose to do them simultaneously. Applicants should contact Health Dept 24 hours after submitting application to