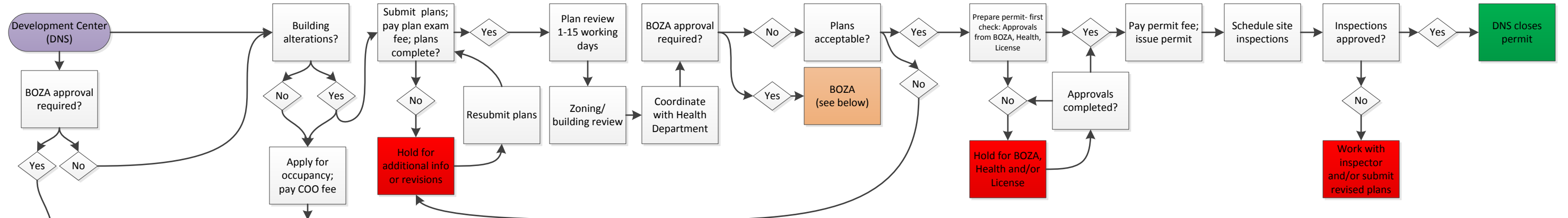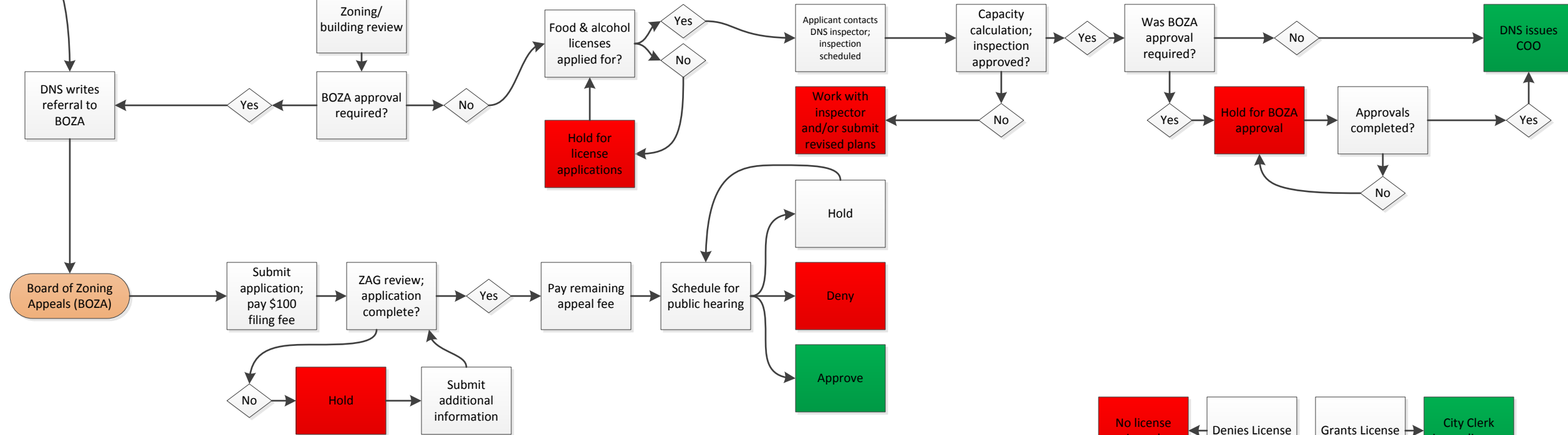# Scenario 1: Opening a sit-down restaurant in a space formerly used for the same purpose
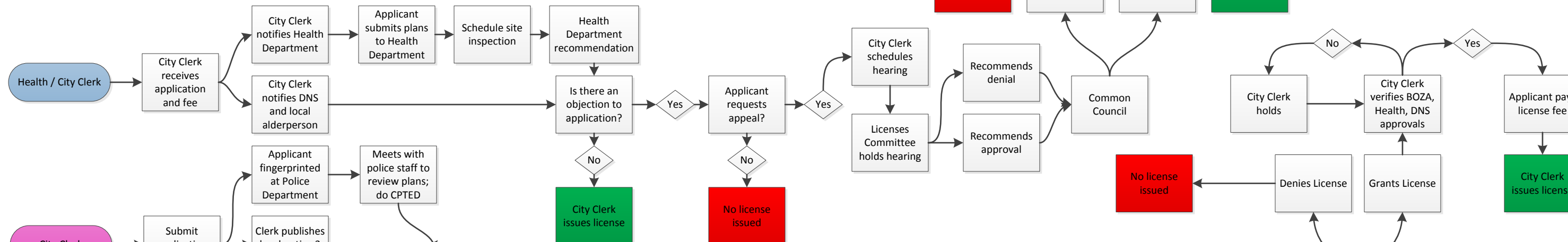
Building Permit & Certificate of Occupancy

Development Center (DNS) → Building alterations? → Submit plans; pay plan exam fee; plans complete? → Yes → Plan review 1-15 working days → BOZA approval required? → No → Plans acceptable? → Yes → Prepare permit- first check: Approvals from BOZA, Health, License → Yes → Pay permit fee; issue permit → Schedule site inspections → Inspections approved? → Yes → DNS closes permit

BOZA approval required? → Yes / No

Building alterations? → No / Yes

Submit plans; pay plan exam fee; plans complete? → No → Hold for additional info or revisions → Resubmit plans → Zoning/ building review → Coordinate with Health Department

BOZA approval required? → Yes → BOZA (see below)

Plans acceptable? → No

Prepare permit- first check → No → Approvals completed? → No → Hold for BOZA, Health and/or License

Inspections approved? → No → Work with inspector and/or submit revised plans

Apply for occupancy; pay COO fee → Zoning/ building review → BOZA approval required? → No → Food & alcohol licenses applied for? → Yes → Applicant contacts DNS inspector; inspection scheduled → Capacity calculation; inspection approved? → Yes → Was BOZA approval required? → No → DNS issues COO

BOZA approval required? → Yes → DNS writes referral to BOZA

Food & alcohol licenses applied for? → No → Hold for license applications

Capacity calculation; inspection approved? → No → Work with inspector and/or submit revised plans

Was BOZA approval required? → Yes → Hold for BOZA approval → Approvals completed? → Yes → DNS issues COO / No

Zoning

Board of Zoning Appeals (BOZA) → Submit application; pay $100 filing fee → ZAG review; application complete? → Yes → Pay remaining appeal fee → Schedule for public hearing → Hold / Deny / Approve

ZAG review; application complete? → No → Hold → Submit additional information

Food Dealers License

Health / City Clerk → City Clerk receives application and fee → City Clerk notifies Health Department → Applicant submits plans to Health Department → Schedule site inspection → Health Department recommendation → Is there an objection to application? → Yes → Applicant requests appeal? → Yes → City Clerk schedules hearing → Recommends denial / Licenses Committee holds hearing → Recommends approval → Common Council → Denies License → No license issued / Grants License → City Clerk issues license

City Clerk notifies DNS and local alderperson

Is there an objection to application? → No → City Clerk issues license

Applicant requests appeal? → No → No license issued

Common Council → City Clerk holds / City Clerk verifies BOZA, Health, DNS approvals → Yes → Applicant pays license fee → City Clerk issues license

City Clerk verifies BOZA, Health, DNS approvals → No → City Clerk holds

Alcohol Beverage License

City Clerk → Submit application and plans → Applicant fingerprinted at Police Department → Meets with police staff to review plans; do CPTED

Clerk publishes legal notice 3 times

City Clerk refers application to departments → Police Department / Neighborhood Services / Health Department → City Clerk receives reports → Is application complete? → Yes → City Clerk certifies application → City Clerk schedules hearing and sends notice → Licenses Committee holds hearing → Recommends approval / Recommends denial → Common Council → Denies License → No license issued / Grants License → Applicant pays license fee → City Clerk issues license

Is application complete? → No

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