

## Procedure for Commercial Buildings

Most commercial work, depending on size or location, generally need to be seen by the Town Plan Commission, which meets the 1<sup>st</sup> Tuesday of the month. After Plan Commission review, the Plan Commission recommends approval to the Town Board, which meets the 3<sup>rd</sup> Tuesday of the month. Town Board would be the final approval. If a Variance would be needed, that would be a separate meeting scheduled by availability of the Board members.

- Have a site plan or survey of where the work will be done. Indicate the setbacks. Setbacks are determined by zoning.
- Sheboygancounty.com - land records can help determine the zoning.
- Townofsheboygan.org- ordinance zoning will have the information needed regarding zoning and what setbacks are and what is allowed.
- Fill out an SBD-118 application for Building, HVAC, Fire and Components. If Plumbing is determined to need plan review, an SBD 6154 Application needs to be filled out. Both forms must be complete. The Town uses SAFEbuilt for all commercial review unless they would indicate it needs to be done by the State of Wisconsin.
- Fill out the Town of Sheboygan Commercial Permit application.
- Have blueprints of what you are building. The blueprints need to be submitted electronically to the Town of Sheboygan.
- All the above applications will be scanned and emailed to [peggy@townofsheboygan.org](mailto:peggy@townofsheboygan.org) or dropped off at the Town Hall office at 4020 Technology Parkway, Sheboygan, WI 53083.
- Commercial permits are approximately 10-20 days for plan review at SAFEbuilt.

**Click on the links below for the applications:**

[Commercial Building Permit Application](#)

[Commercial SBD-118 Application](#)

[Commercial Plumbing SBD-6154 Application](#)