



**VILLAGE OF PLEASANT PRAIRIE
BUSINESS LICENSE APPLICATION
(excluding Home Based Businesses
and Community Living Arrangements)**

Business License # _____

- New
- Renewal
- Notice of Change

This license shall be issued pursuant to Article VII of the Chapter 420 of the Village Municipal Code and is required to be renewed annually (no later than January 15 of each year). Licenses that are not renewed will be subject to a payment of a late fee in addition to the renewal fee.

SECTION 1: BUSINESS INFORMATION

Name of Business:	
Location (Address) of Business:	
Village Tax Parcel Number:	
NAICS Number and Main Classification (see instruction sheet):	
NAICS Sub-Classification (see instruction sheet):	
# of Full-Time Employees (30+ hrs./week):	# of Part-Time Employees (less than 29 hrs./week):
# of Seasonal Employees (960 hrs. or less/year):	
Total Building Area (sq. ft.):	Area (sq. ft.) Occupied by Business:
Year Business became operational at this address:	
Do you plan a building expansion during the next 12 months? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you plan a change in employment during the next 12 months? <input type="checkbox"/> increase <input type="checkbox"/> decrease <input type="checkbox"/> no change	

SECTION 2: BUSINESS OWNER (OCCUPANT) INFORMATION

Select one of the following:	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Non-Profit Organization
	<input type="checkbox"/> Other
Legal Business Name:	
Contact Name:	
Phone:	Email:
Mailing Address (include city, state and zip code):	

SECTION 3: ON-SITE LOCAL MANAGER

Name:	
Address (include city, state and zip code):	
Phone:	Email:

SECTION 4: EMERGENCY CONTACT

Name:	
Address (include city, state and zip code):	
Phone:	Email:

SECTION 5: FUTURE CORRESPONDENCE

Please send all correspondence and renewal notice to the following person:

- Business Owner
- On-Site Local Manager
- Emergency Contact

SECTION 6: CERTIFICATION AND SIGNATURE

I, (We), hereby certify that the business has obtained a Village Certificate of Occupancy or Compliance or I, (we) have applied to obtain the required Village Certificate of Occupancy or Compliance.

I, (We), further certify that all information submitted herein are true and correct to the best of my knowledge.

Print Name:
Signature:
Date:

For additional questions contact the Community Development Department, 9915 39th Avenue, Pleasant Prairie WI 53158 or 262-925-6717 or email communitydevelopment@plprairie.com