



# PLUMBING & HEATING PERMITS & LICENSING



Plumbing and/or heating permit(s) are required when any plumbing or heating work is being done. Permits are required for turf watering systems, sanitary sewers, storm sewers, furnace replacements, air conditioning replacements, etc. See the plumbing permit example on the back of this brochure for a more detailed list of permit requirements.

The owner of an existing single-family dwelling where they reside may obtain a plumbing or heating permit for work in that dwelling. Work must be done by a licensed contractor in any rental property. If you are hiring a licensed plumbing or heating contractor to do the work they will submit the permit.

To get a heating license with the City of Green Bay you must do the following:

- File a \$2000 surety bond with the Risk Management Dept.  
(920) 448-3125  
100 N. Jefferson Street  
Green Bay, WI 54301
- A copy of your driver's license.
- A copy of your State of Wisconsin Credential card and HVAC Qualifier Certificate
- \$100 license fee.

After you have filed your surety bond stop in our office with the rest of the information and we will issue you the license. This does get renewed every year.

We require that plumbing contractors be licensed with the state in order to work in the City of Green Bay.

The City appreciates the commitment property owners give to keep our neighborhoods healthy & safe.

“Our mission is to guide the evolution of the community by preserving, enhancing, and developing sound economic opportunities and sustainable neighborhoods with balanced living choices.”

**City of Green Bay  
Community Services Agency  
100 N. Jefferson Street  
Green Bay, WI 54301  
Phone: (920) 448-3300  
Fax: (920) 448-3117  
www.green-bay.org  
[inspmail@ci.green-bay.wi.us](mailto:inspmail@ci.green-bay.wi.us)**

**APPLICATION FOR PLUMBING PERMIT**

Date: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Fee Amount: \_\_\_\_\_

I hereby make Application for Permit for the following described sewer/plumbing work at the above location.

Signed: \_\_\_\_\_ Master Plumber  
 FIXTURES ROUGHED IN FOR AND OR INSTALLED

Sinks	Hot water tanks	Soda fountains
Dishwashers	Water softeners	Bar connections
Garbage grinders	Water filters	Refrigerators
Disposals	Floor drains	Ice cube machines
Water closets	Roof drains	Dental cuspidors
Wash basins	Drain tile	Ice boxes
Bath tubs	re-tiling	Acid tanks
Shower stalls	Curtain basin	Oil separators
Urinals	Yard drains	Connections to machines
Laundry tubs	Grease trap requires plan approval	Connections to appliances
Bubblers	Sumps	Fire protection installations
Water heaters	Pumps	Total fixtures
	Ejectors	

Excerpt for City of Green Bay Plumbing Code.  
 Section 16.06 Permit must be procured before starting work: If any work regulated By the Plumbing Ordinance for which a permit is required is commenced without a permit first having been obtained thereof, double the permit fee herein prescribed shall be paid when a permit finally is obtained. Payment of any fee mentioned in this Section, however, shall in no way relieve any person of the penalties that may be imposed for violation of the Plumbing Ordinance

Heating Permit

Address \_\_\_\_\_ Project # \_\_\_\_\_  
 Name of contractor: \_\_\_\_\_  
 Name of owner: \_\_\_\_\_  
 Unit price: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Fuel used: Gas \_\_\_\_\_ Elec. \_\_\_\_\_ Oil \_\_\_\_\_  
 Remodeling Htg. Plt. \_\_\_\_\_  
 Air Cond. \_\_\_\_\_ Forced Air Furnace \_\_\_\_\_  
 Mfg. \_\_\_\_\_ BTU Output \_\_\_\_\_  
 Boiler: Steam \_\_\_\_\_ Hot Water \_\_\_\_\_ Res. \_\_\_\_\_  
 Industrial \_\_\_\_\_ Comm. \_\_\_\_\_  
 Conversion: Oil \_\_\_\_\_ Gas \_\_\_\_\_ New \_\_\_\_\_  
 Existing \_\_\_\_\_ Building \_\_\_\_\_  
 Heater: Space \_\_\_\_\_ Unit \_\_\_\_\_ Class \_\_\_\_\_  
 License # \_\_\_\_\_  
 Contractor's signature: \_\_\_\_\_  
 Area of new or add to: \_\_\_\_\_  
 Res. Bldg. \_\_\_\_\_ sq. ft.

City of Green Bay  
Turf Watering System Permit Application

Application Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Parcel \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Phone \_\_\_\_\_  
 M. Plumber \_\_\_\_\_ Lic. # \_\_\_\_\_  
 Name of Company \_\_\_\_\_

The applicant agrees to comply with the City of Green Bay Municipal Ordinance, Wisconsin Administrative Code, and with the conditions of approval, understand that the issuance of the permit creates a legal liability expressed or implied, on the City of Bay or Inspection Division, and certifies that all the above information is accurate.

Signature of Applicant \_\_\_\_\_

**Conditions of Approval**

- Sec. 16.06(4), Green Bay Municipal Ordinance. A permit shall be issued prior to commencing work, or permit fees shall be doubled.
- Sec. 16.06(7), Green Bay Municipal Ordinance. Plans and specifications for plumbing to be installed in and/or outside all buildings, structures, parks, areas, or complexes shall be submitted to Inspection Division for written approval prior to commencing work.
- Sec. 9.33(1), Green Bay Municipal Ordinance. Any person intending to place a private transmission facility in the public right-of-way shall obtain a revocable permit approved by the Common Council at least 30 days prior commencing work.
- Comm 82.41(3), Wisconsin Administrative Code. Potable water supply systems and the connection of each plumbing fixture, piece of equipment, appliance, or nonpotable water piping system thereto shall be designed, installed and maintained in such a manner to prevent the contamination of potable water supplies by means of cross connections.
- Sec. 145.06(1), Wis. Stats. No person may engage in or work at plumbing in the state unless licensed to do so by the department. Please note: cross-connection devices are required to be installed by a licensed plumber only.

**FOR OFFICE USE ONLY:**

PROJ: \_\_\_\_\_  
 REC. #: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_