



## ONE & TWO-FAMILY BASEMENT FINISH GUIDELINE

The information in this packet is provided to help guide you through the permit application process for finishing off your basement. This packet will also provide you with information regarding minimum construction requirements and electrical requirements.

- Page 2: Permit Application Guide
- Page 4: Building Code Requirements
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(08/20)

# PERMIT APPLICATION GUIDE

## **Basement Permit Guide:**

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your building permit.

**Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 3).**

### **1. Completely fill out the attached Building Permit Application:**

Provide a detailed description of all proposed work. Property owners may obtain permits for construction projects if the house is owner-occupied. All contractors shall include their Dwelling Contractor Certification and Dwelling Contractor Qualifier Certification numbers from the State of Wisconsin Safety and Buildings Division.

### **2. Provide Set of Building Plans and Layout of Basement:**

- The Plans must be of professional quality and legible.
  - Acceptable plans can be submitted from building supply stores.
  - Fill out Basement Finish Sheet.
  - Fill out layout of basement with dimensions and room identification.
- Include the following information:
  - The height of the ceiling.
  - Door and window locations with dimensions.
    - Material and size of headers.
    - Egress Window detail (size, height from floor, window well).
  - Dimensions of rooms labeled in feet/inches.
  - Label the room use (bedroom, kitchen, living room, etc.).
  - Structural features such as size, species and grade of lumber and other structural materials used for walls, beams, headers, studs and columns.
  - Include plumbing fixture locations (bathroom/kitchen/bar) if applicable.
  - Include electrical fixture locations (see Basics for Remodel Wiring Sheet).
  - Fill out **Electrical, Plumbing and HVAC Permits** if applicable and submit. There are two different types. If you, as the owner, are doing the project, then fill out the “Homeowners” permit. If you are hiring a contractor, have them fill out their “Contractors” permits and submit those for review.

### **3. Apply for the Permit:**

- Please plan ahead and pick one of the following methods to apply for your permit. Make sure all of the required information listed above is included and submit it to the Department of Community and Economic Development using one of the methods listed below:
  - ***In Person with an Inspector at City Hall:***
    - This is the best method to discuss the specifics of your project with an inspector. Typically if all the required information is submitted and found acceptable, the permit can be issued at that time.
    - Inspectors are typically available for consultation and permit issuance 8:00 a.m. - 4:00 p.m., Monday through Friday, but it is strongly encouraged to call ahead to verify inspector availability due to schedule variations for summer hours, holidays, etc.

- **By Email:**
  - Email all the required information (see Submittal Checklist below) to [inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov).
- **By Mail:**
  - City of Green Bay  
Department of Community and Economic Development  
100 N Jefferson Street, Room 608  
Green Bay, WI 54301

**Submittal Checklist:**

- ✓ Building Plans/Layout of basement AND
  - a. Fill out Basement Finish Sheet
- ✓ Building Permit Application
  - a. Electrical Permit (if applicable = Homeowners vs Contractors)
  - b. HVAC Permit (if applicable = Homeowners vs Contractors)
  - c. Plumbing Permit (if applicable = Homeowners vs Contractors)

**4. Payment of Permit Fees:**

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Basement permits are based on the square footage of the finished area (.095 per square foot) and a \$25 Building Plan fee (under 1,000 square feet) and \$50 Building Plan fee (over 1,000 square feet).
  - Make checks payable to City of Green Bay, or
  - Pay online through GovPayNet  
<https://greenbaywi.gov/DocumentCenter/View/943/Online-Payment-Instructions-PDF>.  
A Project Number must be assigned by Inspection office staff **before** making a payment online. A service fee will be charged for online payment.

## BASEMENT BUILDING CODE REQUIREMENTS

- Bedroom in basement:
  - Shall be provided with two forms of egress. SPS 321.03 (5)(b).
  - Shall have hard wired smoke detector inside bedroom.
- Shall have hard wired smoke detector within 21' of bedroom. SPS 321.09
  - Shall have 8% natural light in bedroom. SPS 321.05
- Smoke Detector / Carbon Monoxide Detector in common area – Must be hard wired and within 21 feet of bedroom. SPS 321.09
- Basement must comply with current National Electrical Code.
- Basement bathrooms must be vented to exterior of house.
- Helpful information can be found on the DSPS website Chapter 321(SPS 321.03 Exits; SPS 321.035 Interior circulations; SPS 321.04 Stairway and Elevated areas; SPS 321.05 Natural Light and Ventilation; SPS 321.06 Ceiling Height; SPS 321.09 and 321.095 Smoke and CO protection.

### **SPS 321.05 Natural light and natural ventilation.**

1. Natural light. All habitable rooms shall be provided with natural light by means of glazed openings. The area of the glazed openings shall be at least 8% of the net floor area, except under the following circumstances.
  - (a) Exception. Habitable rooms, other than bedrooms, located in basements or ground floors do not require natural light.
  - (b) Exception. Natural light may be obtained from adjoining areas through glazed openings, louvers or other approved methods. Door openings into adjoining areas may not be used to satisfy this requirement.
2. Ventilation.
  - (a) Natural ventilation. Natural ventilation shall be provided to all habitable rooms by means of openable doors, skylights or windows. The net area of the openable doors, skylights or windows shall be at least 3.5% of the net floor area of the room. Balanced mechanical ventilation may be provided in lieu of openable exterior doors, skylights or windows provided the system is capable of providing at least one air change per hour of fresh outside air while the room is occupied. Infiltration may not be considered as make-up air for balancing purposes.

## **BEDROOM BASEMENT WINDOW REQUIREMENTS FOR AN EGRESS WINDOW**

1. The window must be within the basement bedroom.
2. Not required in most cases if 2 basement stairways are present.
3. A 20 inch by 24 inch or 24 inch by 20 inch box must fit through the window opening without using tools.
4. Minimal natural light and natural ventilation is always required in a basement bedroom.

### **SPS 321.03 (6) Windows used for exiting.**

1. Windows which are installed for exit purposes shall comply with the requirements of this subsection.
  - (a) The window shall be openable from the inside without the use of tools or the removal of a sash. If equipped with a storm or screen, it shall be openable from the inside.
  - (b)
    1. The nominal size of the net clear window opening shall be at least 20 inches by 24 inches irrespective of height or width. Nominal dimensions shall be determined by rounding up fractions of inches if they are 1/2 inch or greater or rounding down fractions of inches if they are less than 1/2 inch.
    2. No portion of the window, including stops, stools, meeting rails and operator arms, shall infringe on the required opening.
  - (c) The area and dimension requirements of par. (b) may be infringed on by a storm window.
  - (d)
    1. For any window used for exiting, the lowest point of clear opening shall be no more than 60 inches above the floor.
    2. If the lowest point of clear opening is more than 46 above the floor, a permanent platform or fixture shall be installed such that a flat surface at least 20 inches wide and 9 inches deep is located no more than 46 inches directly below the clear opening.
    3. The topmost surface of the platform or fixture shall be no more than 24 inches above the floor.
    4. The topmost surface of the platform or fixture shall support a live load of at last 200 pounds.
    5. A stair used for the sole purpose of reaching the top of the platform or fixture is exempt from the requirements of s. SPS321.04.
  - (e)
    1. An egress window with any point of clear opening below adjacent grade shall be provided with an areaway in accordance with this section.
    2. The width of the areaway shall be at least equal to the width of the window.
    3. The areaway shall be a minimum of 36 inches measured perpendicular from the outer surface of the below-grade wall.
    4. If the bottom of the areaway is more than 46 inches below adjacent grade or the top of the areaway enclosure, the areaway shall be provided with a ladder or at least one additional step to aid egress. Steps used to comply with this section are exempt from the requirements of s. SPS321.04.

## **BASICS FOR REMODEL WIRING**

### **Lighting:**

At least 1 wall switch-controlled lighting outlet is required in the following locations:

- Every habitable room, bathroom, kitchen, etc.
- Hallways and stairways (interior stairways require a switch at each floor level where the difference between floor levels is 6 steps or more).
- Attached garages and detached garages with electric power.
- Attic, under floor spaces, utility rooms, and basements shall have a least 1 lighting outlet containing a switch or controlled by a wall switch at the usual point of entry, if these spaces are used for storage or contain equipment requiring servicing.
- On the exterior side of exterior entrances and exits with grade access.

### **Receptacles:**

- Receptacles in habitable rooms to be located within 6 feet of a door and every 12 feet thereafter (there shall be no point along a wall more than 6 feet from a receptacle) and any wall greater than 2 feet in width.
- All receptacles lower than 5 1/2 feet from the floor must be tamper resistant type (TR).
- A minimum of 1 receptacle for hallways longer than 10 feet.
- A receptacle is required on any wall space greater than 2 feet.
- At least 1 receptacle outlet shall serve an island or peninsula.
- Bathroom receptacles are required to be on a 20-amp branch circuit and GFCI protected with no other outlets.
- At least 1 bathroom receptacle is to be located within 36 inches of the outside edge of each basin.
- Laundry areas shall have a least 1 120-volt receptacle outlet supplied by a 20-amp branch circuit.
- Kitchen countertop receptacles shall be placed so that at no point along the wall space there is no longer than 2 feet measured horizontally from an outlet (typical 4 feet spacing) and any counter space greater than 12 inches. These receptacles shall be on at least two 20-amp branch circuits and be GFCI protected.
- Outdoor receptacle outlets shall be installed at the front and back of the dwelling and not more than 6 1/2 feet above grade (GFCI protection required).
- GFCI protection is required in bathrooms, kitchens, basements, outside and within 6 feet of any sink. At least 1 GFCI protected receptacle is required in all unfinished portions of a basement.

### **General Installation Requirements:**

- Romex (type NM cable) shall be supported within 8 inches of a plastic box and 12 inches of a metal box and every 4 1/2 feet thereafter (holes in studs are considered support).
- All new lighting outlet and receptacle circuits must be arc fault (AFCI) protected in finished areas.
- Metallic boxes are to be grounded.
- A rough-in inspection must be scheduled before insulation or drywall is installed.

# BASEMENT FINISH LAYOUT SHEET



## Basement finish

- Total square footage of project \_\_\_\_\_
- Ceiling height \_\_\_\_\_
- Ceiling finishing (sheet rock info/ceiling tiles) \_\_\_\_\_
- Stud type info/on center spacing \_\_\_\_\_
- Bottom plate (treated/size) \_\_\_\_\_
- Insulation in wall \_\_\_\_\_
- Sheet rock on wall \_\_\_\_\_
- Door and header sizes \_\_\_\_\_
- Carbon monoxide and smoke detector information \_\_\_\_\_
- Any bedrooms? If so, egress information \_\_\_\_\_
  - Every bedroom shall be wired to meet the requirements of the National Electric Code and is required to have a heat source.
- Any Plumbing/Electrical/HVAC? \_\_\_\_\_
  - If answered yes, please have trade permits filled out for submittal.
  
- **\*Basements must have a hard wired CO/SD**
  - **Within 21 feet of bedroom**
- **\*Basement bedrooms must have hard wired SD**
- **\*Bathroom must be vented**
- **\*Provide Building Plans/layout of basement**

\*Helpful information can be found on the DSPS website Chapter 321 (SPS 321.03 Exits; SPS 321.035 Interior circulations; SPS 321.04 Stairway and Elevated areas; SPS 321.05 Natural Light and Ventilation; SPS 321.06 Ceiling Height; SPS 321.09 and 321.095 Smoke and CO Protection.



www.greenbaywi.gov

# PROJECT PERMITS APPLICATION

All fields must be completed before permit will be processed.

Department of Community and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
inspmail@greenbaywi.gov

<b>Project Address</b>		<b>Parcel #</b>		<b>Project #</b> (assigned by City)	
<b>Property Owner</b>			<b>Contractor</b>		
Name			Name		
Company (if applies)			Company		
Address			Address		
City, State, Zip			City, State, Zip		
Phone #			Phone #		
Email			Email		
<b>Current Land Use, Flood Plain &amp; Zoning</b> (check which applies)					
Land Use: Vacant Lot    I-Family    2-Family    Multi-Family # of units _____    Commercial (describe) _____					
Zoning: R-1    R-2    R-3    RR    OR    NC    D    C-1    C-2    C-3    LI    GI    BP    PI    CON    TND					
Flood Plain: Yes    Base Flood Elevation (BFE)    No					
<b>Project Scope:</b> New    Addition    Alteration    Repair    Move    Raze (demolish)    Change-of-use					
(check all that apply)    Height    Area: Finished    Unfinished    Total Bldg:					
<b>Description of Project ↓:</b>			<b>Estimated Cost of Construction \$</b>		
<b>Plan Approvals</b>					
PLBG Plan # _____		City SBD \$ _____		<input type="checkbox"/> Erosion Control # _____ City <input type="checkbox"/> SBD \$ _____	
SVWR Plan # _____		City SBD \$ _____		<input type="checkbox"/> Building Plan # _____ City <input type="checkbox"/> SBD \$ _____	
Foot & Found Only # _____		City SBD \$ _____		<input type="checkbox"/> HVAC Plan # _____ City <input type="checkbox"/> SBD \$ _____	
				<input type="checkbox"/> Site Plan # _____ \$ _____	
<b>Contractors (UDC Numbers Required): DCC #</b>			<b>DCQ #</b>		
<input type="checkbox"/> BLDG -			Bldg Fee \$ _____		
<input type="checkbox"/> ELEC -			Elec Fee \$ _____		
<input type="checkbox"/> HVAC -			Hvac Fee \$ _____		
<input type="checkbox"/> PLBG - _____ # of Fixtures			Plbg Fee \$ _____		
<input type="checkbox"/> SWRS -			<input type="checkbox"/> Water Fee \$ _____		Swrs Fee \$ _____
			<input type="checkbox"/> Storm Fee \$ _____		
			<input type="checkbox"/> Sanitary Fee \$ _____		
			Assessment \$ _____		
<input type="checkbox"/> CERTIFICATE OF OCCUPANCY			C.O. \$ _____		
<input type="checkbox"/> EROSION CONTROL			Erosion Ctrl \$ _____		
<input type="checkbox"/> ADDITIONAL PERMITS (Sprinklers # _____, Curb Cut, Flood Plain, Temp. Occupancy, Etc.) (Please List)			Addl. Fee \$ _____		
<input type="checkbox"/> DOUBLE FEE PERMIT [s.15.07(b)] If application for a building permit has not been obtained prior to commencement of the job, applicable permit fee shall be doubled.			Double Fee \$ _____		
<b>Application Signature</b> The applicant certifies that information submitted herein is accurate; agrees to comply with the Wisconsin Administrative Code, Municipal Ordinance, and with the conditions of this permit; and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.					
_____ <b>Signature of Applicant</b>			_____ <b>Date</b>		
<b>For Office Use Only</b>					
Reviewed By _____		Credential # _____		Class Code	Census
				Receipt No.	Total Fee

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**



# LICENSED CONTRACTOR ELECTRICAL PERMIT APPLICATION

Department of Community  
and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

All fields must be completed before permit will be processed.

Project Address: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Electrical Contractor: \_\_\_\_\_  
 Contractor's Address: \_\_\_\_\_  
 Contractor's Email: \_\_\_\_\_  
 Contractor's Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Value of work: \_\_\_\_\_

**This section for City use only**

Project #: \_\_\_\_\_  
 Permit Code: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

**OCCUPANCY (check appropriate box):**

Single-Family	Commercial	Educational	Multi-Family	Number of Units _____
Two-Family	Manufacturing	Other _____		

**NATURE OF WORK (check all that apply):**

<input type="checkbox"/> Alteration	Repairs	<input type="checkbox"/> Addition	Hot tub/spa	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Remodeling	Sign	Detached Garage	Other _____	

**JOB DESCRIPTION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

**CONTRACTOR STATEMENT:** I hereby certify that the above wiring upon completion will be in compliance with the applicable federal, state, and local electrical codes and utility service rules.

“ENERGIZING THE DESCRIBED WIRING WILL IN NO WAY CREATE A HAZARD”

State of WI Electrical Contractor Certification # \_\_\_\_\_ and WI Master Certification # \_\_\_\_\_  
(REQUIRED) (REQUIRED)

\_\_\_\_\_  
 Signature (Master Electrician Responsible For Work) Date

**INSPECTOR STATEMENT:** I hereby certify the work completed as of date signed complies with applicable codes.

\_\_\_\_\_  
 Inspector Signature Date

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_



# HOMEOWNER'S APPLICATION FOR ELECTRICAL PERMIT

Department of Community and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

**All fields must be completed before permit will be processed.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Value of Work: \$ \_\_\_\_\_

<b>This section for City use only</b>	
Project #:	_____
Permit Code:	_____
Permit Fee:	_____
Parcel #:	_____
Receipt #:	_____
Date:	_____

Check one:      Addition to existing building      Swimming pool  
                          Detached garage      Other \_\_\_\_\_

Provide a sketch of the work you intend to do that shows the location of all electrical outlets (i.e. switches, receptacles, lights, etc.)

Briefly describe the electrical work you intend to do:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of wiring method(s) do you intend to use (i.e. Romex, EMT, PVC, direct buried cable)?

\_\_\_\_\_

\_\_\_\_\_

In the left column, state the size wire you intend to use and, in the corresponding column on the right, state the size over current device you intend to use to protect that wire:

Wire Size & Type	Over Current Device Size
_____	_____
_____	_____

**AFFIDAVIT:** I hereby certify that I am the owner of the above described premises located in Green Bay, Brown County, and that I occupy such premises solely as a residence, in accordance with the Homestead Act of the laws of the State of Wisconsin. I further declare that if the permit is granted, the electrical work will be performed by myself in accordance with State and City regulations. Failure to do so will subject me to penalties described in the State and City Ordinances.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(REQUIRED)

**NOTE:** Duplexes, condos, and other similar dwelling units, which are physically attached to other dwelling units, are not single-family dwellings. The City electrical code allows homeowners to do wiring in existing single-family dwellings only.

Before insulating or covering any walls containing any wiring, call the Community and Economic Development Department for a rough-in inspection. At that time, all grounding splices should be made up permanently. When the job is completed, call for a final inspection prior to occupancy.

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**



# LICENSED CONTRACTOR PLUMBING PERMIT APPLICATION (INTERNAL)

Department of Community  
and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

All fields must be completed before permit will be processed.

Project Address: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Plumbing/Utility Contractor: \_\_\_\_\_  
 Contractor's Address: \_\_\_\_\_  
 Contractor's Email: \_\_\_\_\_  
 Contractor's Phone #: \_\_\_\_\_ Value of Work: \_\_\_\_\_

**This section for City use only**

Project #: \_\_\_\_\_  
 Permit Code: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

I hereby make application for a permit for the following described sewer/plumbing work at the above location.

General Interior Plumbing	
	Total Number of Fixtures
	Total Number of Appliances
	Total Number of Appurtenances
	<b>Total Count</b>

**Description of Work:**

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**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

Contractor's Signature: \_\_\_\_\_ Master Plumber Credential # \_\_\_\_\_

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment online.

Phone \_\_\_\_\_  Fax \_\_\_\_\_  Email \_\_\_\_\_

**Excerpt from 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.

(Rev 6/2020)



# HOMEOWNER'S APPLICATION FOR PLUMBING PERMIT

Department of Community and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

All fields must be completed before permit will be processed.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**This section for City use only**

Project #: \_\_\_\_\_  
Permit Code: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Parcel #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

Value of Work: \$ \_\_\_\_\_

Description of work: \_\_\_\_\_

Number of fixtures roughed in for and/or installed: \_\_\_\_\_ (\$7.00/fixture, \$50.00 minimum permit fee)

Application is hereby made to do the above-described plumbing work at the premises named above. Issuance of the permit is based on §145.06(4)(a) of the State Code allowing a property owner to perform plumbing work in a one-family building owned and occupied (per SPS 382.10(2) of the State Code) by him or her as his or her home.

AFFIDAVIT: I hereby certify that I am the owner of the above-described premises located in Green Bay, Brown County, and that I occupy such premises solely as a residence, in accordance with the Homestead Act of the laws of the State of Wisconsin. I further declare that if the permit is granted the plumbing work will be performed by myself in accordance with State and City regulations. Failure to do so will subject me to penalties described in the State and City Ordinances.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

The City of Green Bay hereby permits the above-described plumbing work to be performed at the address stated above, subject to all laws and regulations of the City of Green Bay and the State of Wisconsin.

By: \_\_\_\_\_  
Plumbing Inspector

\_\_\_\_\_  
Date

(Rev 6/20)



# LICENSED CONTRACTOR HEATING PERMIT APPLICATION

Department of Community  
and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
inspmail@greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Heating Contractor: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_

Contractor's Phone #: \_\_\_\_\_ Unit Price: \_\_\_\_\_ Value of Work: \_\_\_\_\_

<b>This section for City use only</b>	
Project #:	_____
Permit Code:	_____
Permit Fee:	_____
Parcel #:	_____
Receipt #:	_____
Date:	_____

I hereby make application for a permit for the following described heating work at the above location.

Check all that apply:

**FURNACE:** Gas \_\_\_\_\_ Electric \_\_\_\_\_ Oil \_\_\_\_\_ Forced Air \_\_\_\_\_

**AIR CONDITIONER:** Forced Air \_\_\_\_\_ Central Air \_\_\_\_\_

**BOILER:** Steam \_\_\_\_\_ Hot Water \_\_\_\_\_ Res \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_

**SPACE HEATER:** Type \_\_\_\_\_ Unit \_\_\_\_\_ Class \_\_\_\_\_

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

Contractor's Signature: \_\_\_\_\_ Credential # \_\_\_\_\_

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

(Rev 6/20)



# HOMEOWNER'S APPLICATION FOR HEATING PERMIT

Department of Community  
 and Economic Development  
 100 N. Jefferson Street, Rm 608  
 Green Bay, WI 54301-5026  
 (920) 448-3300 - phone  
 (920) 448-3426 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

All fields must be completed before permit will be processed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Value of Work: \$ \_\_\_\_\_

Description of work: \_\_\_\_\_

**This section for City use only**

Project #: \_\_\_\_\_

Permit Code: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_

Application is hereby made to do the above-described heating work at the premises named above. Issuance of the permit is based on SPS 305.70 of the State Code allowing a property owner to perform heating work in a building owned and occupied by him as his home.

**AFFIDAVIT:** I hereby certify that I am the owner of the above-named premises located in Green Bay, Brown County, and that I occupy such premises solely as a residence in accordance with the Homestead Act of the laws of the State of Wisconsin. I further declare that if the permit is granted the heating work will be performed by myself in accordance with State and City regulations. Failure to do so will subject me to penalties described in the State and City Ordinances.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.**

The City of Green Bay hereby permits the above-described heating work to be performed at the address stated above, subject to all laws and regulations of the City of Green Bay and the State of Wisconsin.

By: \_\_\_\_\_  
Heating Inspector

\_\_\_\_\_  
Date

(Rev 6/20)