



## ONE & TWO-FAMILY HOME ADDITION

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved home addition locations and minimum construction requirements.

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(08/20)

# PERMIT APPLICATION GUIDE

## Home Addition 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.

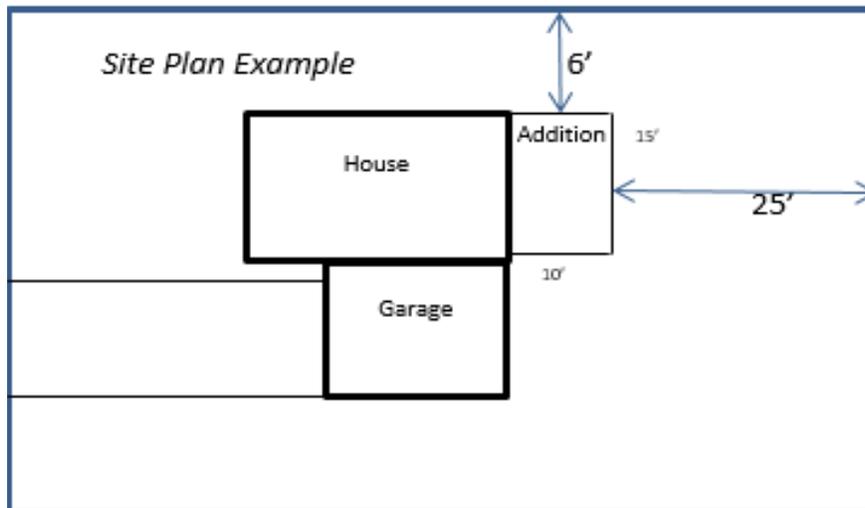
**Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 4).**

### **I. 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.
  - Fill out Non-Permitted Erosion Control Form if under 100 CY of excavation or 4,000 SF of land disturbance. If over, you will need to complete an Erosion Control Plan and Permit.

### **2. Provide Site Plan:**

- Indicate/draw addition location with dimensions.
- Indicate all streets, North arrow.
- Exterior boundaries of the property including dimensions of property lines.
- Location of existing and proposed structures.
- Dimensions of setbacks from property lines and between structures.
- Parcel maps can be found on the City of Green Bay website under GIS Mapping to use as a Site Plan. (<https://greenbaywi.gov/180/GIS-Mapping>)



**\*NOTE: 1) Side Yard Setbacks are 6' for one story and 8' for anything higher.  
2) LOTS LESS THAN 60' IN WIDTH ONLY REQUIRE A 6' SIDE YARD SETBACK for anything higher than one story.**

### **3. Provide Set of Building Plans/Truss Plan:**

- The Plans must be of professional quality and legible.
  - Acceptable plans can be submitted from Building Supply Stores.
- Include the following information:

- **Building Plans**
  - Framing details:
    - Size and location of all windows and doors.
    - Dimensions of rooms labeled.
    - Structural features such as size, species and grade of lumber and other structural material used for joists, beams, rafters, trusses, headers, studs, and columns.
    - Beam calculations of any beams with point loads.
  - Wall bracing details:
    - Type of wall bracing being installed.
    - Length and location of bracing panels.
    - Overall percentage of wall bracing for each wall segment.
  - Foundation Plans:
    - Size and location of all footings, foundations and column pads.
    - Type of reinforcement installed.
    - Beam size and location.
    - All dimensions.
  - Elevation Plan:
    - Height of the addition.
    - Location and size of all doors and windows.
  - Cross Section:
    - Footing and foundation wall sizes.
    - Drain tile system information.
    - Exterior wall construction identifying the materials used including insulation, wall sheathing, and house wrap.
    - Stair information including riser heights, tread widths, headroom, and handrail info.
    - Roof construction identifying type of materials, size and spans.
    - Insulation information for the roof, walls and floors.
  - Truss Plans:
    - Truss layout drawing.
    - Individual truss drawings for each truss per manufacturer.
- **Plumbing:**
  - Plumbing fixture locations.
  - Water calculations if additional plumbing.
- **HVAC:**
  - Heat loss calculations.
  - Or letter stating current system will support addition from HVAC contractor.
- **Erosion Control:**
  - If over 4,000 sq. ft. or 100 cu. yd. of excavation.
- **Trades Permits:**
  - Fill out Electrical, Plumbing and HVAC Permits signed by contractor and submit (if applicable).
- **Is addition in floodplain or historical area?**

#### 4. 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 from 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:**

- ✓ Site Plan
- ✓ Building Plans (2 sets) AND all information noted above. (Truss plan, heat calculations, plumbing calculations, foundation, wall bracing, elevations, etc.)
- ✓ Non-Permitted Erosion Control Form or
  - a. Erosion Control Plan if applicable (\*if over 100 cu. yd. of excavation or 4,000 sq. ft. of land disturbance).
- ✓ Building Permit Application:
  - a. Electrical Permit (if applicable, signed by contractor with license).
  - b. HVAC Permit (if applicable, signed by contractor with license).
  - c. Plumbing Permit (if applicable, signed by contractor with license).

**NOTE = SUBMITTALS MUST BE COMPLETE WITH ALL ITEMS SUBMITTED AT ONE TIME**

#### 5. Payment of Permit Fees:

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Home additions are based on square footage (.095 cents per sq. ft. for Building, .045 cents per sq. ft. for Electrical and HVAC, and \$7 per fixture for Plumbing).
  - Make checks payable to City of Green Bay, or
  - Pay online through GovPayNet:  
<http://www.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 by GovPayNet for an online payment.

## **ZONING AND BUILDING CODE REQUIREMENTS (RI)**

### **Building Setback Requirements (feet)**

Front Yard	15 c, h
Side Yard e, f,i	6/8 .j
Rear Yard	25
Garages	20

**Maximum Height  
(feet/stories)** 35/2.5g

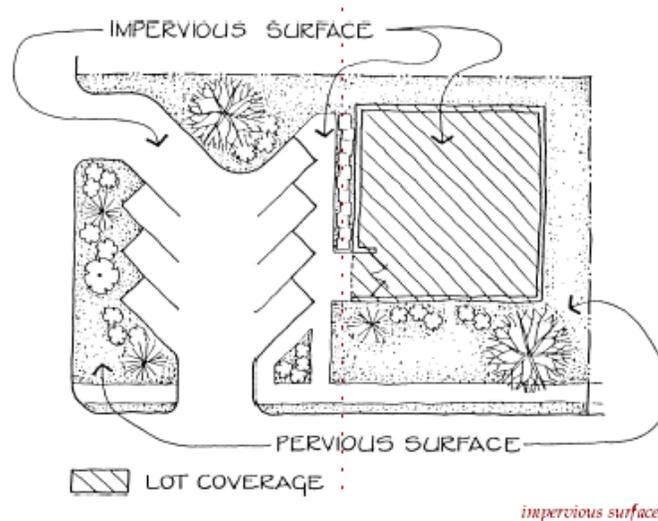
Notes to Table 6-2:

- a. For lots in the RR district without City services, minimum lot area shall be 10 acres. Other lot dimensions shall be as specified in Table 6-2. See Section 13-605.
- b. The minimum building width on any side shall be at least twenty-five (25) feet, not including any entryways or other structures that do not run the full length of the building.
- c. Where at least fifty (50) percent of the front footage of any block is built up with principal structures, the front yard setback for new structures shall be equal to the average of the existing structures, except that any structure which is set back twenty (20) percent more or less than the average may be discounted from the formula.
- d. If townhouses are developed on parcels where only the land immediately beneath each dwelling unit constitutes an individually-described lot and all other land constitutes common properties, the density requirement rather than the minimum lot size shall apply to the entire parcel.
- e. Side yard setbacks shall apply to the ends of attached or semi-detached dwellings.
- f. Corner properties: The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street. If no structure exists on the adjacent property, the setback shall be a minimum of one-half the required front yard setback of the subject property's zoning district.
- g. Heights of structures may be increased with a conditional use permit as permitted in 13-205.
- h. (Amd. GO 15-14) Covered porches are permitted in the front setback compliant with the conditional use permit requirements found in 13-205. A porch proposed for a designated historic property or a contributing building within a historic district may be constructed within a front and/or side yard setback provided the porch is historically appropriate or a restoration of a significant architectural feature of the original structure.
- i. Lots containing less than 60 feet of public street frontage may have a side yard reduction to 6 feet for primary buildings.
- j. (Amd. GO 11-14) For single and two-family uses, 6 feet for a single story, 8 feet for a story and a half or greater.

**Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!  
1-800-242-8511**

## THINGS TO CONSIDER

**13-609. Maximum impervious surface coverage.** Impervious surface, including all buildings, drives, and other paved areas, shall not cover more than forty (40) percent of any zoning lot located in the RR District, fifty (50) percent of any zoning lot located in the R1 District, sixty (60) percent of any zoning lot in the R2 District, or seventy (70) percent of any zoning lot in the R3 District. See the following graphic.



**\* FILL OUR ATTACHED “IMPERVIOUS SURFACE RATIO SHEET” IF CLOSE TO LIMITATIONS.**

### **Exterior Wall Bracing:**

Effective April 1, 2009, the State of Wisconsin Uniform Dwelling Code implemented new wall bracing requirements. Wall bracing had typically been accomplished by providing 4 FT sections of wood structural panels at the corners of the building and spacing the wall panels within each wall section at intervals not to exceed 25 FT on center. However, since it may not be possible to meet this requirement in all cases, the State Building Code provides several alternative wall bracing methods.

### **Continuously Sheathed Braced Wall Method:**

This is the most frequently used method when an addition has structural sheathing (osb) applied to the entire surface of the exterior walls. Most lumber companies and/or designers can provide wall bracing plans for you to submit when applying for a building permit.

### **Permanent Weather Resistant Finish:**

The exterior walls of the addition are required to be covered with a permanent weather resistant finish. There is a misconception in the construction industry that vinyl siding is a permanent weather resistant finish. However, the vinyl siding does not protect the osb sheathing from getting wet, and is actually constructed with holes in it to let the water shed out due to the fact that it is not weather resistant. Most vinyl siding manufacturers require a weather barrier under the siding such a tar paper or house wrap. Please note that osb is not an exterior finish material and it shall not be exposed to the elements for longer than required during construction even if it is painted. When installing house wrap and or tarp paper please remember to properly lap it so the water sheds from the top of the structure to the bottom.

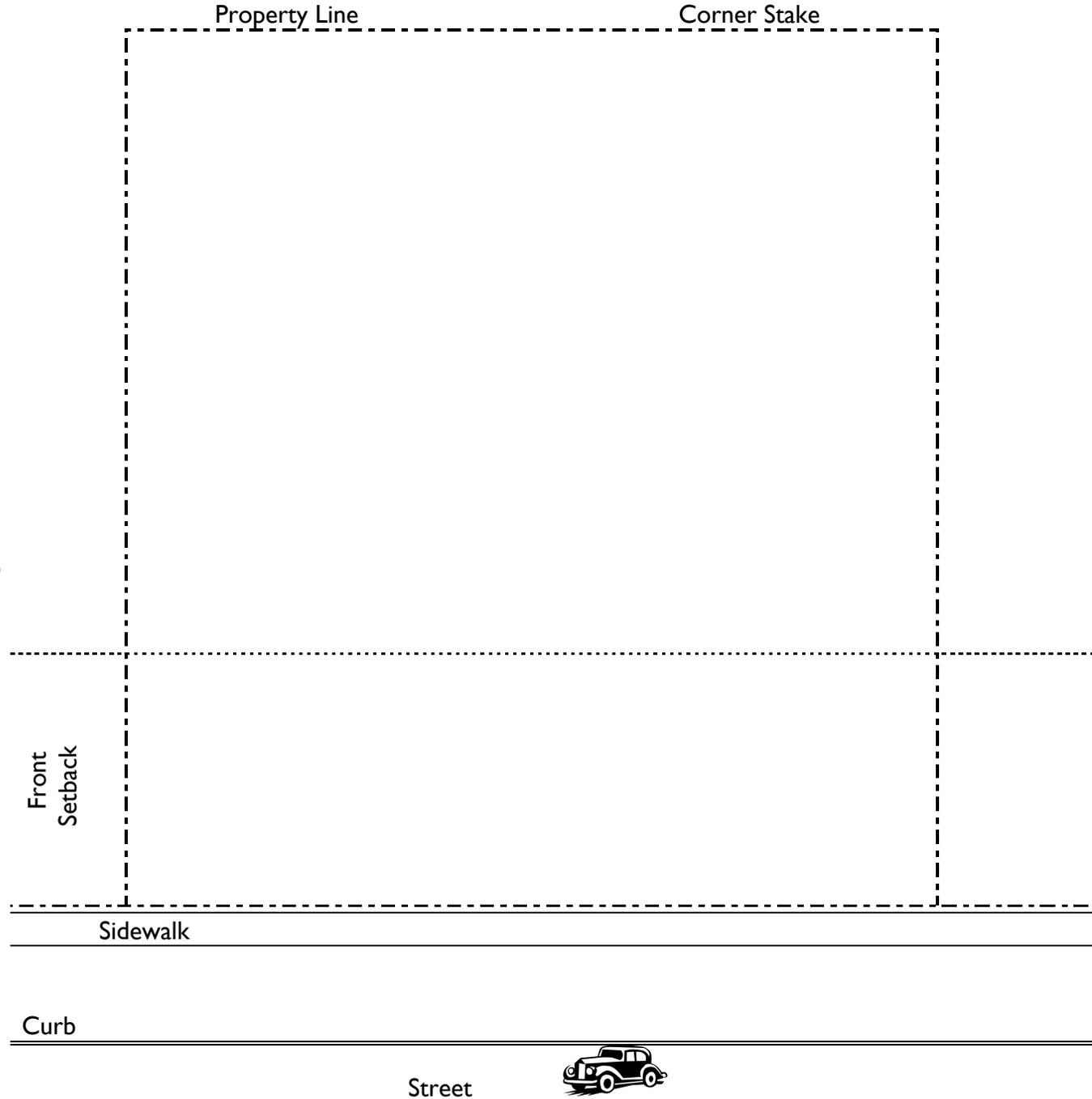
# SITE PLAN

Address: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Lot No.: \_\_\_\_\_

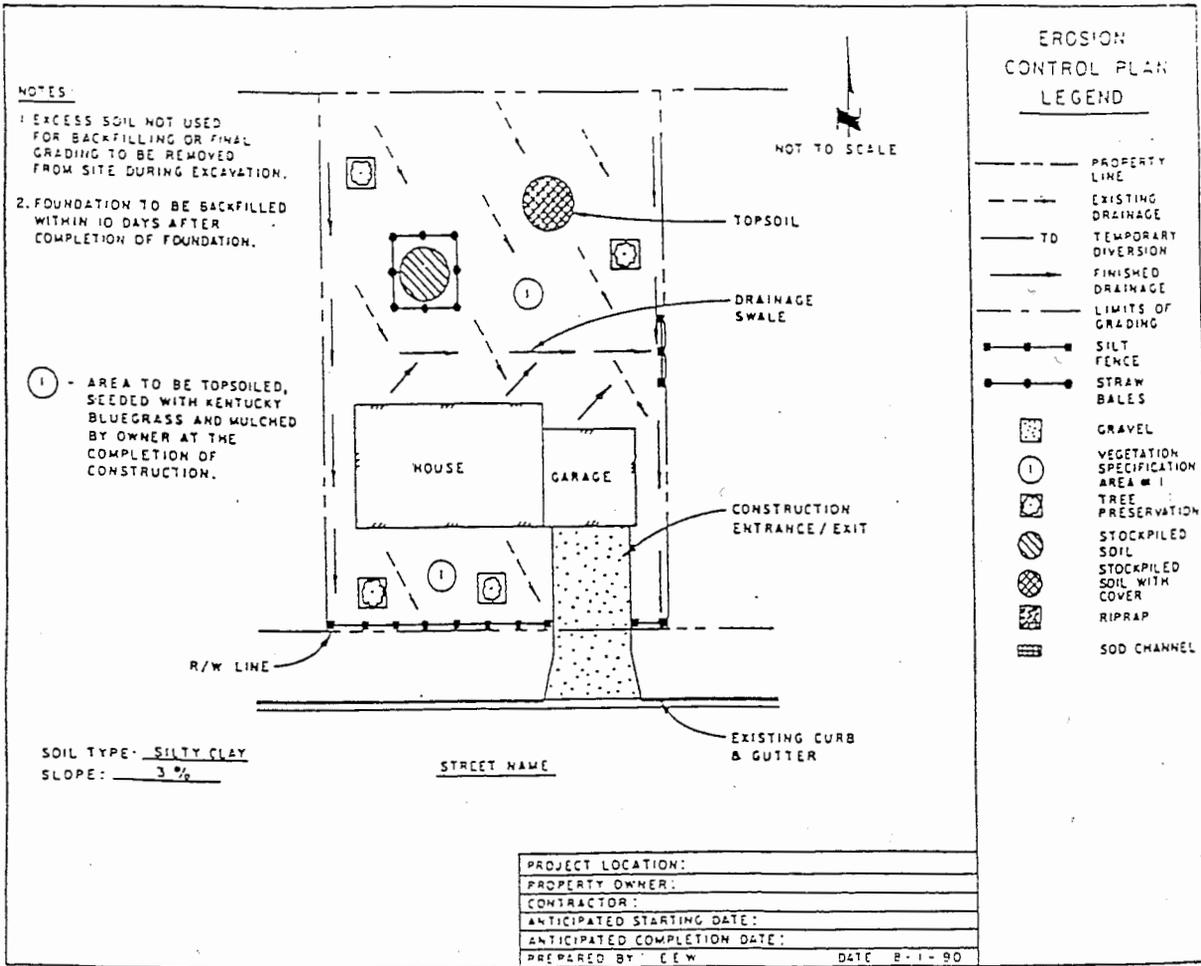
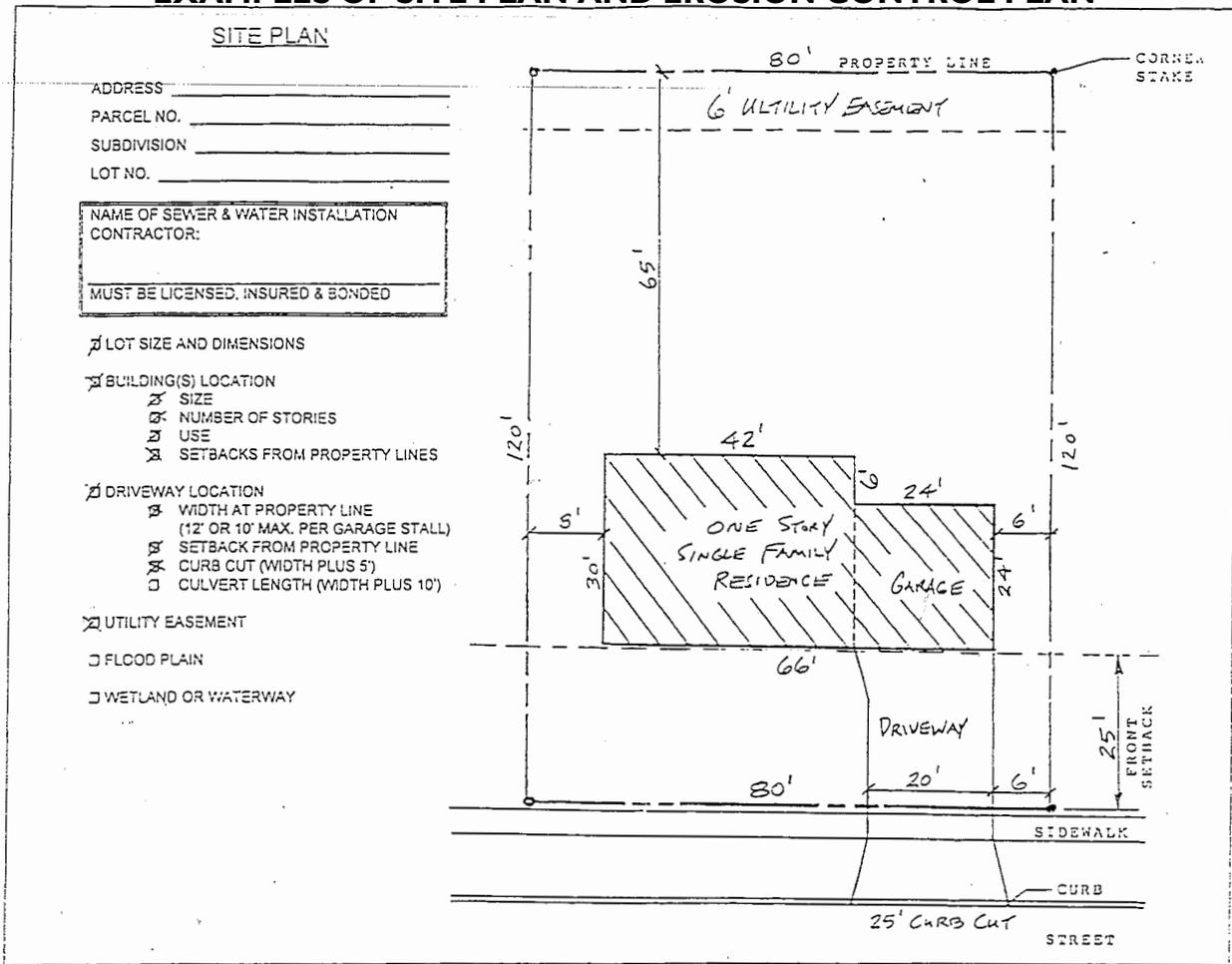
**Name of Sewer & Water  
Installation Contractor:**

**Must Be Licensed, Insured, and Bonded**

- Lot Size and Dimensions
- Building(s) Location
  - Size
  - Number of Stories
  - Use
  - Setbacks from Property Lines
- Driveway Location
  - Width at Property Line  
(12' or 10' Max. Per Garage Stall)
  - Setback from Property Line
  - Curb Cut (Width Plus 5')
  - Culvert Length  
(Width plus 10')
- Utility Easement
- Flood Plain
- Wetland or Waterway



**EXAMPLES OF SITE PLAN AND EROSION CONTROL PLAN**



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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 # _____ <input type="checkbox"/> City <input type="checkbox"/> SBD \$ _____	
Foot & Found Only # _____		City SBD \$ _____		<input type="checkbox"/> HVAC Plan # _____ <input type="checkbox"/> 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: \_\_\_\_\_

<b>This section for City use only</b>	
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):**

Alteration      Repairs       Addition      Hot tub/spa       Swimming Pool  
 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 \_\_\_\_\_



# 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)



# 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 \_\_\_\_\_



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300  
Green Bay, WI 54301  
Tel (920) 448-3100  
Fax (920) 448-3102

**EROSION AND SEDIMENT  
CONTROL NON-PERMITTED  
CONDITIONS**

**Per 34.08 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.**

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
  - (a) The deposition of soil from being tracked onto streets by vehicles.
  - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
  - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
  - (d) The discharge of sediment from drainage ways that flow off the site.
  - (e) The discharge of sediment by dewatering activities.
  - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
  - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) **LOCATION.** The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (4) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:
  - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
  - (b) Erosion and sediment control practices shall be maintained until final stabilization.
  - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

City Representative who reviewed the above requirements with the Project Representative:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name and Title Here)

City Project ID: \_\_\_\_\_

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

Address / Location: \_\_\_\_\_

Land Owner: \_\_\_\_\_

Land Owner's Contact Representative: \_\_\_\_\_

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)



# EROSION CONTROL 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

**Small Site General Instructions:** Submit this application and erosion control plan demonstrating compliance with Ch. 34, Green Bay Municipal Ordinance and/or Ch. SPS 321.125, Uniform Dwelling Code, for sites covering less than one acre and/or one- or two-family residential construction prior to commencing land-disturbing construction or land-development activity to Room 610.

**Large Site General Instructions:** Submit application and erosion control plan demonstrating reasonable compliance with Ch. 34, Green Bay Municipal Ordinance, for sites one acre or greater in size prior to commencing land-disturbing construction or land-development activity to Room 610.

**Excavation within Public Rights-Of-Way General Instructions:** Submit this application and erosion control plan demonstrating compliance with Ch. 34, Green Bay Municipal Ordinance for land disturbances covered within section 34.04(1) (a) 1. 4,000 SF; 4. 100 LF of drainage conveyance impacts; 6. 300 LF of underground utility work; and/or 7. 100 CY or greater of excavation volume prior to commencing land-disturbing construction or land-development activity to Room 300.

Address/Street of land-disturbing activity:			Parcel #:	Zoning District:	Project #:	Site #
<b>APPLICANT</b>	Property Owner	General Contractor	<b>EROSION CONTROL CONTRACTOR</b>		Same as Applicant	
Name			Name			
Company			Company			
Address			Address			
City, State, Zip			City, State, Zip			
Phone			Phone			
Email			Email			

**Description of Activity:**

Raze Site      Fill Site      Excavation Site      Construction Site      Acres \_\_\_\_\_      Start \_\_\_\_\_      End \_\_\_\_\_

**Erosion Control Plan:** (provide 3 copies) \*Must demonstrate compliance with Ch. 34, Green Bay Municipal Ordinance and/or Ch. SPS 321.125 UDC, including but not limited to all of the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Application</li> <li>2. Property legal description</li> <li>3. Existing site map / plan</li> <li>4. Final site map / plan</li> </ul> | <ul style="list-style-type: none"> <li>5. Site construction plan</li> <li>6. Soil loss prediction tool / spreadsheet</li> <li>7. Erosion &amp; Sediment Control Plan Statement (Narrative description of who, what, when, where, how things will be completed on the proposed site(s)).</li> </ul> |
|--|--|

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Following sections to be completed by the City of Green Bay**

**Plan Approval:** Permit is void unless signed by the Erosion Control Specialist.

Erosion Control Plan reviewed and approved by Erosion Control Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Issuance:**

1. **Duration** – This erosion control permit shall remain valid for a period of 180 days or for the length of the building permit, whichever is longer. The Erosion Control Specialist or designated representative may extend the period one or more times for up to an additional 180 days, and may require additional erosion control measures as a condition of the extension if necessary to meet the requirements of this ordinance.

Permit Expiration Date: \_\_\_\_\_

2. **Surety Bond** - As a condition of approval and issuance of the permit, the Public Works Director may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the erosion control plan.

Surety Bond Amount \$ \_\_\_\_\_ Date Filed: \_\_\_\_\_

3. **Conditions of Approval** - This permit approval requires the applicant to:

- a. Notify the Erosion Control Specialist / designated representative at least **48 hours before** commencing any land-disturbing construction or land-development.
- b. Notify the Erosion Control Specialist / designated representative of completion of any erosion control measures within seven days after their installation.
- c. Obtain permission in writing from the Erosion Control Specialist / designated representative prior to modifying the erosion control plan.
- d. Install all erosion control measures as identified in approved erosion control plan.
- e. Maintain all road drainage systems, storm water drainage systems, control measures, and other facilities identified in erosion control plan.
- f. Repair any siltation or erosion damage to adjoining surfaces and roadways resulting from land-developing construction or land-disturbing activities.
- g. Inspect the construction erosion control measures after each rain of 0.5" or more and at least once each week and make needed repairs.
- h. Allow the Erosion Control Specialist / designated representative to enter the site for the purpose of inspecting compliance with the erosion control plan or for performing any work necessary to bring the site into compliance with the erosion control plan.
- i. Keep a copy of the approved erosion control plan on the site.
- j. Submit weekly inspection reports to the Erosion Control Specialist via e-mail at [erosioncontrol@greenbaywi.gov](mailto:erosioncontrol@greenbaywi.gov)

**Failure to comply with any of these conditions may subject the permittee to corrective action, fines, and/or revocation of the permit at permittees sole expense.**

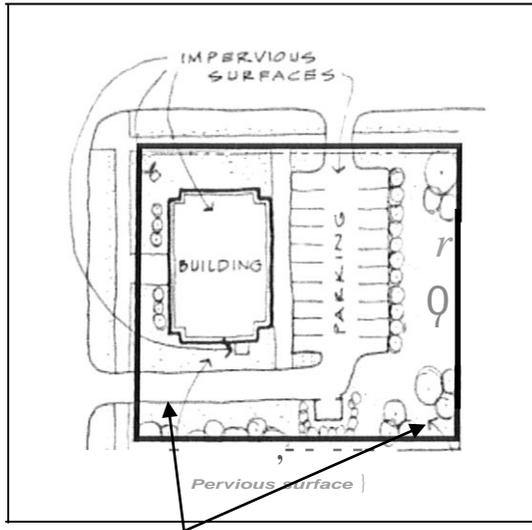
Permit Issued By: \_\_\_\_\_

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



# IMPERVIOUS SURFACE RATIO CALCULATION

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)



**Impervious surface** means an area that releases, as runoff, all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways and parking lots are examples of surfaces that are typically impervious. Surfaces in the public right-of-way, such as a street, driveway apron or public sidewalk, are not counted in this calculation-only area on your property.

**Impervious surface ratio** means the measure of intensity of land use, determined by dividing the total of all impervious surfaces on a site by the gross area of the site.

**Required** for new buildings of any kind, additions, porches, patios, driveways and walks (anything impervious to water).

## MAXIMUM LOT COVERAGE: R1 = 50%

Component	Area (square feet)
1. House (including porches, patios, attached garage)	sq. ft.
2. New structure	sq. ft.
3. Existing structures (sheds, etc.)	sq. ft.
4. Driveway	sq. ft.
5. Sidewalks (private)	sq. ft.
6. Total of all impervious surfaces on the site (sum of lines 1-5)	sq. ft.
7. Gross area of the site (lot area)	sq. ft.

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Impervious surface ratio (line 6 divided by line 7 x 100 = %) %

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Example: If #6 is 4,000 and #7 is 10,000 the ratio would be 4,000 divided by 10,000 x 100 = 40%



## 1 NOTIFY

Notify your local one-call center by calling 811 or making an online request 2-3 days before work begins. [Click here](#) for information about your local one-call center and online service availability. The one-call center will transmit information to affected utility operators.



## 2 WAIT

Wait 2-3 days (varies by state; please [click here](#) for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

## 3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information.



## 4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

## 5 DIG CAREFULLY

Dig carefully. If you can't avoid digging near the marks (within 18-24 inches on all sides, depending on state law), consider moving your project to another part of your yard. If you must dig near the marks or use machinery of any kind, please [click here](#) to read "The 811 Process for Contractors."

