



## NEW RESIDENCE PERMIT PLAN APPROVAL FEES

**The fees for the following will be paid at the time the permit is dropped off for review:**

Site Plan Review Fee	\$50
Building Plan Review Fee	\$50
Erosion Control Plan Review Fee	\$25
*Floodplain or Wetland Property (if applicable)	\$25
<b>Total</b>	<b>\$125</b>
*Total if Floodplain or Wetland	\$150

**The fees for the following will be paid at the time the permit is picked up:**

- Building Permit
- Electrical Permit
- Heating Permit
- Plumbing Permit
- Sanitary Sewer & Water Permit
- Storm Sewer Permit
- UDC Seal
- Certificate of Occupancy
- Erosion Control Permit
- Curb Cut Permit

(Rev 5/20)



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

## **To: Wisconsin Uniform Building Permit Recipient**

Application for a Wisconsin Uniform Building Permit shall be on forms obtained from the City of Green Bay Inspection Division. The Inspection Division has the responsibility of administering and enforcing the code. No application shall be accepted that does not contain all the information requested on the forms. Permits will be issued from 3-10 days after submission of complete application and plans.

### **Procedure for Obtaining Building Permit**

#### **Step 1 – Obtain Street Address from Inspection Division, Room 610**

Prior to submitting the application forms and plans, the street address shall be assigned. Provide the Inspection Division with the street name and legal description of the property, which includes the Subdivision Name, Lot Number, and Parcel Number or Certified Survey Map Number. You may obtain the street address in person or by emailing the request to [inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov). A specific address request will be honored if it falls in an acceptable range.

#### **Step 2 – Submission of Application and Plans**

The following forms and plans shall be submitted to the Inspection Division with the assigned street address identification on all submissions:

- Fill out DSPS online building permit application (ACT 211)
- 2 11x17 size copies of site plan
- 2 copies of erosion control plan
- 2 copies of building plans, including wall brace plan and calculations
- 1 complete copy of the building plan in digital format (PDF file) emailed to [siteplangb@greenbaywi.gov](mailto:siteplangb@greenbaywi.gov).
- Application for Internal Plumbing Permit signed by Master Plumber, with water calculations.
- Application for External Plumbing Permit (storm, sewer and water connection permit)
- Application for Heating Permit **and** Heat Loss Calculations, both signed by Licensed Heating Contractor
- Application for Electrical Permit signed by Master Electrician
- Curb cut permit
- Fees associated with the review of the project (site plan, building plan, and erosion control plan)

#### **Step 3 – Review of Submittal and Determination of Fees**

The Building Inspector shall review the submittal and notify the applicant immediately if any required information is missing or incomplete. If the required information is not received within 30 days, the permit will be denied and the plans returned and stamped “Not Approved.” See the current Fee Schedule to determine the fees.

#### **Step 4 – Issuance of Building Permits**

The Building Inspector shall notify the applicant that the plans have been approved and the amount of the fees required. The following fees must be paid before the project can begin: Building, Electrical, Plumbing, Heating, Storm, Sanitary, Water, Erosion Control, UDC Seal, Certificate of Occupancy, and Curb Cut/Culvert. After all the fees are paid, the following permit information will be released and work may begin: Permit Fee Receipts, Letter to Wisconsin UDC Permit Recipient, Owner/Agent Copy of UDC Permit Application, Sewer and Water Installation Permit, Curb Cut/Culvert Permit, Erosion Control, UDC Permit Card with seal, copy of Conditionally Approved Site Plan, Erosion Control Plan, and Building Plans.



# ACT 211 - NEW HOME PERMITTING PROCESS

## Wisconsin Uniform Building Permit ELECTRONIC Application Process

### DIRECTIONS AND TIPS:

1. Log into DSPS site at:

<https://verification.dsp.wi.gov/buildingpermit/application/Directions.aspx>

#### Wisconsin Department of Safety and Professional Services Division of Industry Services



#### Online Building Permit System Instructions

The Online Building Permit System was developed by the DSPS to allow municipalities to gain compliance with [2015 Act 211](#). Not all municipalities utilize the Online Building Permit System. If you do not see your municipality on the next page, your municipality should be contacted directly on how to submit a building permit.

The owner, builder, or agents shall complete the application form and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

#### [APPLICANT FREQUENTLY ASKED QUESTIONS](#)

##### Cautionary Statement to Owners Obtaining Building Permits

101.65(l) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

##### Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

##### Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

##### Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Department of Safety and Professional Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

##### Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

I acknowledge I have read and understood the contents of this page.\*

[Click here to Start the Permit Request >>](#)

Here is a helpful link to a guide on the State application process and ACT 211:

[http://dsp.wi.gov/Documents/Industry%20Services/Forms/UDC/2017%20ACT%20211\\_excel.pdf](http://dsp.wi.gov/Documents/Industry%20Services/Forms/UDC/2017%20ACT%20211_excel.pdf)

2. Complete the application
  - a. Be sure to include phone numbers when asked
  - b. Be sure to include emails when asked
3. Print out the completed application form from the web site
4. Submit the application packet to the City as you currently do



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and Economic Development  
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**To: Wisconsin Uniform Building Permit Recipient**

Your building will be reviewed for conformance with applicable Wisconsin Administrative Codes and City of Green Bay Ordinances. Once the plans have been “Conditionally Approved”, the Uniform Building permit will be issued. This plan action will be subject to the approval conditions listed on the permit application. The owner, as defined in Chapter 101.01(2)(e), Wisconsin Statutes, is responsible for compliance with all code requirements.

**Lot Corners Monumented**

Section 15.24 of the Green Bay Ordinances requires that all lot corners of the property upon which any building is to be located shall be or have been monumented by a registered land surveyor. The monuments shall be marked by wood guard stakes and maintained and kept readily visible until the footings have been inspected and approved by the Building Inspector.

**Posting of Permit**

The Wisconsin Uniform Building Permit shall be posted in a conspicuous place at the dwelling site.

**Required Inspections**

To schedule the required inspections listed below, call (920) 448-3300 between 8:00 a.m. and 4:00 p.m., at least one business day prior to inspection date needed. Do not leave inspection requests on voicemail. The street address, associated project number, and type of inspection must be given when requesting an inspection.

1. **Footing** – After placement of forms, shoring, and reinforcement where required and prior to the placement of footing materials. Lot corners must be monumented to approve inspection.
2. **Foundation Wall** – After forms are set and any required shoring or reinforcement is in place.
3. **Drain Tile, Stone, & Tar** – Prior to backfilling.
4. **Rough Inspection** – When general construction framing is completed and electrical, plumbing, HVAC, and basement drain tiles have been roughed in.
5. **Insulation** – When in place.
6. **Final Inspection** – When all phases of the building are substantially completed and the building is ready for occupancy.

**Construction shall not proceed beyond the point of inspection until the inspection has been completed and approved by the Inspector!**

**Certificate of Occupancy**

No building or part thereof shall be occupied until a final inspection is made which finds that no code violations exist that could reasonably be expected to affect the health and safety of the occupant and a Certificate of Occupancy has been issued by the Principal Planner/Building Inspection Manager.

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If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

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### **Wetlands Notice to Permit Applicants**

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### **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.

## Permit process and follow up:

- **SETBACKS:** Follow Municipal Code 13-604 Table 6-2 on setback requirements for homes (Chapter 13 Zoning Code).

Table 6-2. Lot Dimension and Setback Requirements, Residential Districts

	RR	R-1	R-2	R-3
<b>Minimum Lot Area (sq. ft.)</b>				
Single-Family Detached Dwelling	10,000 <sup>a</sup>	7,500	5,000	5,000
Duplex (per building)		7,500	5,000	5,000
Semi-Detached Dwelling (per lot)	-	6,000	4,000	4,000
Single-Family Attached	-	-	2,500 or 15/ac (the lesser) <sup>d</sup>	2,500 or 15/ac (the lesser) <sup>d</sup>
Multifamily Dwelling (per unit)	-	-	see 13-607	see 13-607
All Other Uses (per lot):		10,000	10,000	10,000
<b>Minimum Lot Width (feet)</b>				
Single-Family Detached Dwelling	75	75	45	45
Duplex (per building)		75	45	45
Semi-Detached Dwelling (per lot)	-	40	30	30
Single-Family Attached	-		25	20
Multifamily Dwelling (per building)	-		40	40
<b>Minimum Building Width (feet)</b>				
		see note b		
<b>Maximum Height (feet/stories)</b>				
	35/2.5 <sup>g</sup>	35/2.5 <sup>g</sup>	35/3 <sup>g</sup>	45/4 <sup>g</sup>
<b>Building Setback Requirements (feet)</b>				
Front Yard	20 <sup>ch</sup>	15 <sup>ch</sup>	15 <sup>ch</sup>	15 <sup>ch</sup>
Side Yard <sup>e, f, i, j</sup>	6/8 ea.	6/8 ea.	6 ea.	10 ea.
Rear Yard	25	25	25	25
Garages (attached)	25	20	20	20

82

- **SITE PLAN:** Follow Municipal Code 13-1800 (Chapter 13 Zoning Code).
- **DRIVEWAY REQUIREMENTS:** Follow Municipal Code 13-1700 (Chapter 13 Zoning Code).
- **SIDEWALK/APRON CONSTRUCTION:** Follow Municipal Code Chapter 9 (Public Works).
- **EROSION CONTROL:** Follow Municipal Code Chapter 34.
  - Protection Methods (Silt Fence, Silt Sock, Inlet Protection, etc.) Follow DNR regulations.

Note: Municipal Code and all applicable information is available on the City of Green Bay website at <http://greenbaywi.gov/law/ordinances>.

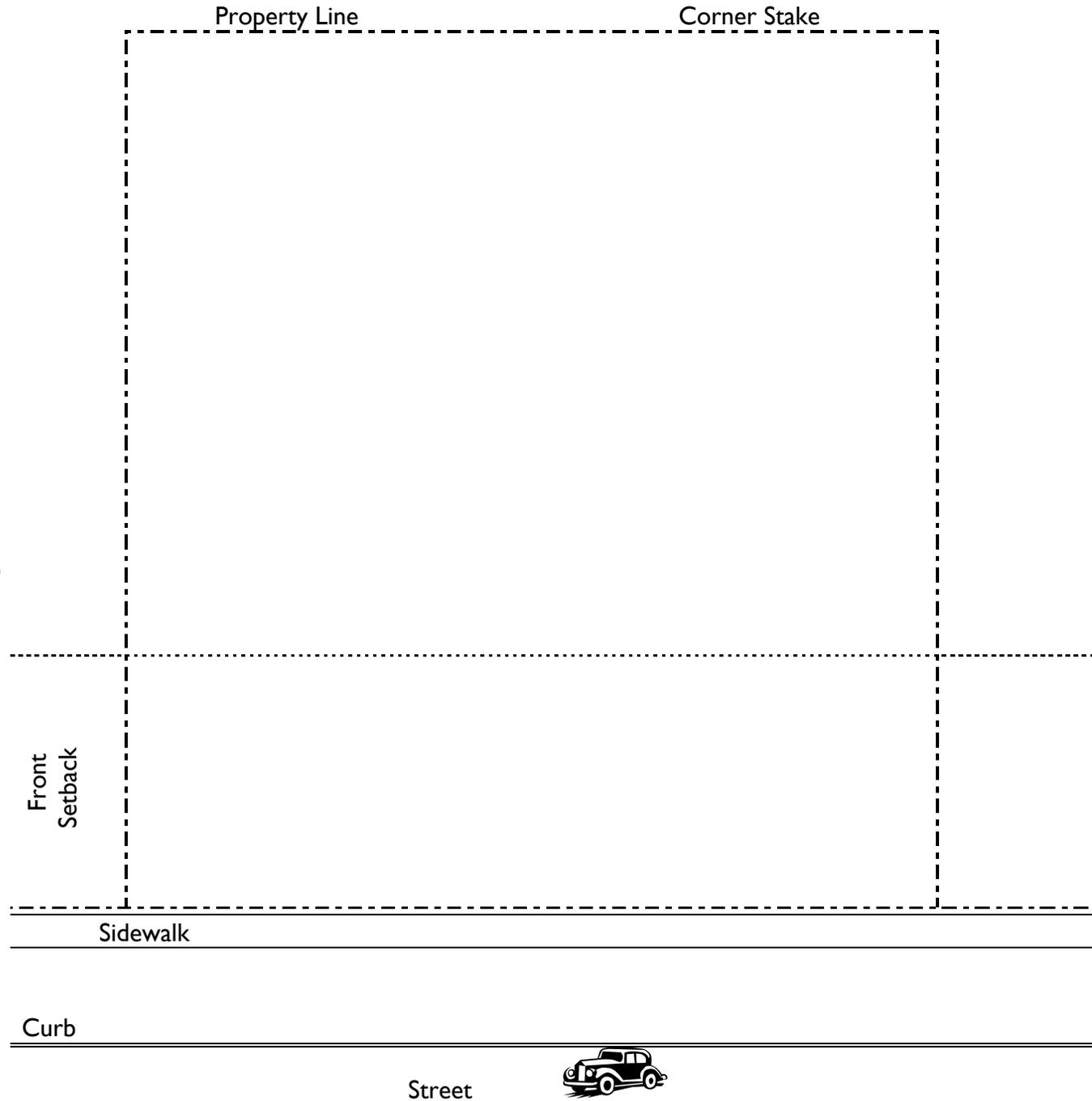
# SITE PLAN

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





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

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 \_\_\_\_\_

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



# 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.



# STORM, SANITARY AND WATER CONNECTION PERMIT APPLICATION (EXTERNAL)

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**

Sewer Request Filed: \_\_\_\_\_

Sewer Verified: \_\_\_\_\_

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

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

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

Assessment Fee: \_\_\_\_\_

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

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

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

Bonded/Insured with City of Green Bay:  Yes  No  
 (For right-of-way impact)

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

External Plumbing/Sewer	
<input type="checkbox"/> Water Service Connection	<input type="checkbox"/> Sewer Cap
<input type="checkbox"/> Sanitary Sewer Connection	<input type="checkbox"/> Sanitary/Storm/Water Repair
<input type="checkbox"/> Storm Sewer Connection	

**Description of Work:**

\_\_\_\_\_

\_\_\_\_\_

**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 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.

**Water Calc. Worksheet**

\_\_\_\_\_  
Name of Project

<b>INFORMATION REQUIRED TO SIZE WATER SERVICE AND WATER DISTRIBUTION:</b>		
1-	Demand of building in water supply fixture units (WSFU);	(WSFU) _____
1.a.	Demand of building in WSFU converted to Gallons Per Minute: (Table SPS 382.40-3)	(GPM) _____
2-	Elevation difference from main or external pressure tank to building control valve; (feet)	_____
3-	Size of water meter (when required) 5/8" _____ 3/4" _____ 1" _____ other _____	_____
4-	Developed length from main or external pressure tank to building control valve;	(feet) _____
5-	Low pressure at main in street or external pressure tank.	(psi) _____

**CALCULATE WATER SERVICE PRESSURE LOSS**

(unnecessary for internal pressure tanks)

6- Low pressure at main in street or external pressure tank. (value of # 5 above) \_\_\_\_\_

7- Determine pressure loss due to friction in \_\_\_\_\_ inch diameter water service.  
Water service piping material is \_\_\_\_\_  
Pressure loss per 100 ft. = \_\_\_\_\_ X \_\_\_\_\_ (decimal equivalent of  
service length, i.e. 65 ft = 0.65) **Subtract value of "7"** \_\_\_\_\_

Subtotal \_\_\_\_\_

8- Determine pressure loss or gain due to elevation, **Subtract value of "8"** \_\_\_\_\_  
(multiply the value of # 2 above by .434)

9- Available pressure after the bldg. control valve. Subtotal \_\_\_\_\_

**CALCULATE THE PRESSURE AVAILABLE FOR UNIFORM LOSS (VALUE OF "A")**

B. Available pressure after the bldg. control valve. (from "9" above) Value of "B" \_\_\_\_\_

C. Pressure loss of water meter (when meter is required) **Subtract value of "C"** \_\_\_\_\_  
Subtotal \_\_\_\_\_

D. Pressure at controlling fixture\*.  
(Controlling fixture is: \_\_\_\_\_). **Subtract value of "D"** \_\_\_\_\_  
(\*Controlling fixture is the fixture with the most demanding pressure to  
operate properly which includes the following when determining  
fixture performance; loss due to instantaneous water heaters, water  
treatment devices, and backflow preventers which serve the controlling fixture.)  
Subtotal \_\_\_\_\_

E. Difference in elevation between building control valve  
and the controlling fixture in feet; \_\_\_\_\_ X .434 psi/ft. **Subtract value of "E"** \_\_\_\_\_  
Subtotal \_\_\_\_\_

**Water Calc Worksheet**

\_\_\_\_\_  
Name of Project

F. Pressure loss due to water treatment devices and backflow preventers which serve the controlling fixture. (Water softeners, filters, etc.)

(Pressure loss due to; \_\_\_\_\_).

F1. WSFU Downstream of Water Treatment Device; \_\_\_\_\_

F2. Convert wsfu to GPM using **Table 382.40-3**: \_\_\_\_\_

**or**

F3. Convert wsfu to GPM using **Table 382.40-3e\*** \_\_\_\_\_

(For individual dwellings only)

F4. Refer to manuf. graph to obtain pressure loss: \_\_\_\_\_

( If no water treatment device enter "0")

**Subtract value of F4** \_\_\_\_\_

Subtotal \_\_\_\_\_

G. Pressure loss through tankless water heaters, combination boiler / hot water heaters, heat exchangers which serve the controlling fixture;

Hot water WSFU's; \_\_\_\_\_ convert to; GPM = \_\_\_\_\_ (Table 382.40-3)

Refer to manufacturer's pressure loss graph to determine loss at the required GPM;

\_\_\_\_\_ pressure loss. **Subtract value of "G"** \_\_\_\_\_

Subtotal \_\_\_\_\_

H. Developed length from building control valve to controlling fixture in feet \_\_\_\_\_ X 1.5

**Divide by value "H"** \_\_\_\_\_

Subtotal \_\_\_\_\_

**Multiply by:** \_\_\_\_\_ 100

A. Pressure available for uniform loss **"A" =** \_\_\_\_\_

Water distribution piping is: \_\_\_\_\_

\*Note: The "A" value obtained by using Table 382.40-3e can only be used for an individual dwelling when sizing the water treatment device (water softeners, etc) and no hose bibbs, hydrants, or high flow fixtures are being served by the water treatment device.

Note: High flow fixtures are defined as fixtures that exceed a flow rate of 4 gpm @ 80 psi, and water velocity not exceeding 8 ft. per second.



# 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](mailto: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: \_\_\_\_\_



# EROSION CONTROL PLAN SUBMITTAL 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)

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

Parcel #: \_\_\_\_\_ Project#: \_\_\_\_\_ Site#: \_\_\_\_\_

This form must be completely filled out by the applicant prior to submitting the application. All required information must be submitted with the application or it will be deemed incomplete and delay the permitting process. Applicants should initial next to each required field to confirm that it has been provided with the application.

## **Erosion Control Plan Requirements and Erosion Control Narrative / Statement**

### **Owner Information (Application Form)**

- \_\_\_\_\_ Name
- \_\_\_\_\_ Address
- \_\_\_\_\_ Telephone number
- \_\_\_\_\_ E-mail address

### **Erosion Control Contractor (Application Form)**

- \_\_\_\_\_ Name
- \_\_\_\_\_ Address
- \_\_\_\_\_ Telephone number
- \_\_\_\_\_ E-mail address

### **Site Plan (Existing Site Conditions)**

- \_\_\_\_\_ A legal description of the property proposed to be developed
- \_\_\_\_\_ Existing site conditions on a scale of at least 1" equals 100'
- \_\_\_\_\_ Identify site boundaries and adjacent lands which accurately identify site location
- \_\_\_\_\_ Identify lakes, streams, wetlands, channels, ditches, and other water courses on the site and adjacent lands
- \_\_\_\_\_ Identify the location of the 100-year floodplain/flood fringe and floodway
- \_\_\_\_\_ Identify the predominant soil types
- \_\_\_\_\_ Identify the location and general identification of the vegetative cover
- \_\_\_\_\_ Identify the location and dimensions of storm water drainage systems and natural drainage patterns on and immediately adjacent to the site
- \_\_\_\_\_ Identify the locations and dimensions of utilities, structures, roads, highways, and paving
- \_\_\_\_\_ Identify the site topography at a contour interval not to exceed 2'

### **Site Construction Plan (Proposed Site Conditions)**

- \_\_\_\_\_ Identify the location and dimensions of all proposed land-disturbing construction/activities
- \_\_\_\_\_ Identify the locations and dimensions of all temporary soil or dirt stockpiles
- \_\_\_\_\_ What are the proposed best management practices (BMPs) with installation details
- \_\_\_\_\_ Identify the locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this ordinance
- \_\_\_\_\_ Schedule of anticipated starting and completion date of each land-disturbing construction or land-developing activity, including the installation of construction site erosion control measures needed to meet the requirements of this ordinance
- \_\_\_\_\_ Provisions for maintenance of the construction site erosion control measures during construction
- \_\_\_\_\_ Submittal of all soil loss prediction tool results and iterations

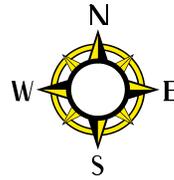
### **Erosion and Sediment Control Statement/ Narrative**

- \_\_\_\_\_ Erosion and sediment control plan statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the ordinance
- \_\_\_\_\_ What are the performance standards applicable to the site

Application    Soil Loss Equation    Erosion and Sediment Control Narrative    Site Plan    Site Construction Plan

**Applicant hereby certifies that the information contained herein is complete and accurate to the best of applicant's knowledge.**

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



## EROSION CONTROL PLAN LEGEND

-  Property Line
-  Existing Drainage
-  Temporary Diversion
-  Finished Drainage
-  Limits of Grading
-  Silt Fence
-  Straw Bales
-  Gravel
-  Vegetation Specification Area #1
-  Tree Preservation
-  Stockpiled Soil
-  Stockpiled Soil w/cover
-  Rip Rap
-  Sod Channel

Property Location:	
Property Owner:	
Contractor:	
Anticipated Starting Date:	
Anticipated Completion Date:	
Prepared By:	Date:



## Self- Inspections

Promulgated under Chapter 34.10 (5)(h) of the City of Green Bay Construction Site Erosion Control Ordinance, you are required to conduct construction site inspections at least once per week and within 24 hours after a precipitation event of 0.5 inches or greater. Repair or replace erosion and sediment control BMPs as necessary within 24 hours of an inspection or notification that repair or replacement is needed. Maintain, at the construction site, weekly written reports of all inspections. Weekly inspection reports shall include all of the following:

1. Date, time and location of the construction site inspection.
2. Name of individual who performed the inspection.
3. An assessment of the condition of the erosion and sediment controls.
4. A description of any erosion and sediment control BMP implementation and maintenance performed.
5. A description of the present phase of land disturbing construction activity ant the construction site.

Submit a copy of the weekly inspection report electronically to the Administering Authority.

Under this ordinance, the inspection reports will be submitted to the Department of Public Works via the following e-mail address: [ErosionControl@greenbaywi.gov](mailto:ErosionControl@greenbaywi.gov). See attached blank inspection form and photo log.

**Notice:** This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

<b>Construction Site Name and Location (Project, Municipality, and County):</b>		<b>Site/Facility ID No. (FIN):</b>
<b>Onsite Contact/Contractor:</b>		<b>Onsite Phone/Cell:</b>
<b>Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.</b>		
<b>Date of inspection:</b>	<b>Time of inspection:</b> Start: _____ <input type="radio"/> am <input type="radio"/> pm End: _____ <input type="radio"/> am <input type="radio"/> pm	<b>Type of inspection:</b> <input type="radio"/> Weekly <input type="radio"/> Precipitation Event <input type="radio"/> Other (specify)
<b>Weather/Site Conditions:</b> <input type="radio"/> Dry <input type="radio"/> Frozen or snow covered Temp. _____ °F Antecedent <input type="radio"/> Variable <input type="radio"/> Frozen (Thaw predicted in next week) Soil Moisture <input type="radio"/> Wet <input type="radio"/> Melting Snow/slush Last Rainfall Depth: _____ inches Last Rainfall Date: _____		<b>Describe current phase of construction:</b>  Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) <sup>1</sup> : _____ <b>Project on Schedule<sup>2</sup>?</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Name(s) of individual(s) performing inspection:</b>		<b>Inspector Phone/Cell:</b>

I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection:

**Inspector Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	<input type="checkbox"/>	<input type="checkbox"/> Provide onsite copy		
2. Is the permit certificate posted where visible?	<input type="checkbox"/>	<input type="checkbox"/> Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	<input type="checkbox"/>	<input type="checkbox"/> Add sediment control <input type="checkbox"/> Install missing ditch/pipe/pond <input type="checkbox"/> Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	<input type="checkbox"/>	<input type="checkbox"/> Repair <input type="checkbox"/> Modify <input type="checkbox"/> Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	<input type="checkbox"/>	<input type="checkbox"/> Clean <input type="checkbox"/> Replace <input type="checkbox"/> Install		
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	<input type="checkbox"/>	<input type="checkbox"/> Apply water <input type="checkbox"/> Apply dust control product		

<sup>1</sup> The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)

<sup>2</sup> If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
7. Is the public right of way curb line free of tracked soil and accumulation?	<input type="checkbox"/>	<input type="checkbox"/> Install tracking pad <input type="checkbox"/> Widen/lengthen pad <input type="checkbox"/> Amend stone/Add geotextile <input type="checkbox"/> Install wheel washing station <input type="checkbox"/> Close entrance/exit <input type="checkbox"/> Limit traffic across disturbed areas <input type="checkbox"/> Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site? <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/> Repair/Replace erosion control <input type="checkbox"/> Add sediment controls <input type="checkbox"/> Modify operations <input type="checkbox"/> Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	<input type="checkbox"/>	<input type="checkbox"/> Install treatment train <input type="checkbox"/> Install energy dissipation <input type="checkbox"/> Modify discharge location <input type="checkbox"/> Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	<input type="checkbox"/>	<input type="checkbox"/> Seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	<input type="checkbox"/>	<input type="checkbox"/> Install energy dissipation at outfall <input type="checkbox"/> Install ditch checks <input type="checkbox"/> Install slope interruption <input type="checkbox"/> Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways? <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/> Properly dispose of trash <input type="checkbox"/> Provide concrete washout station <input type="checkbox"/> Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	<input type="checkbox"/>	<input type="checkbox"/> Revise sequence <input type="checkbox"/> Revise sediment control BMP <input type="checkbox"/> Revise erosion control BMP <input type="checkbox"/> Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	<input type="checkbox"/>	<input type="checkbox"/> Topsoil & seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Cover with tarp/plastic sheeting		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	<input type="checkbox"/>	<input type="checkbox"/> Topsoil & seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Sod <input type="checkbox"/> Install stone base		
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	<input type="checkbox"/>	<input type="checkbox"/> Water to establish vegetation <input type="checkbox"/> Repair or reseed areas <input type="checkbox"/> Remove temporary practices		

<sup>3</sup> If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

<sup>4</sup> The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.



**DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

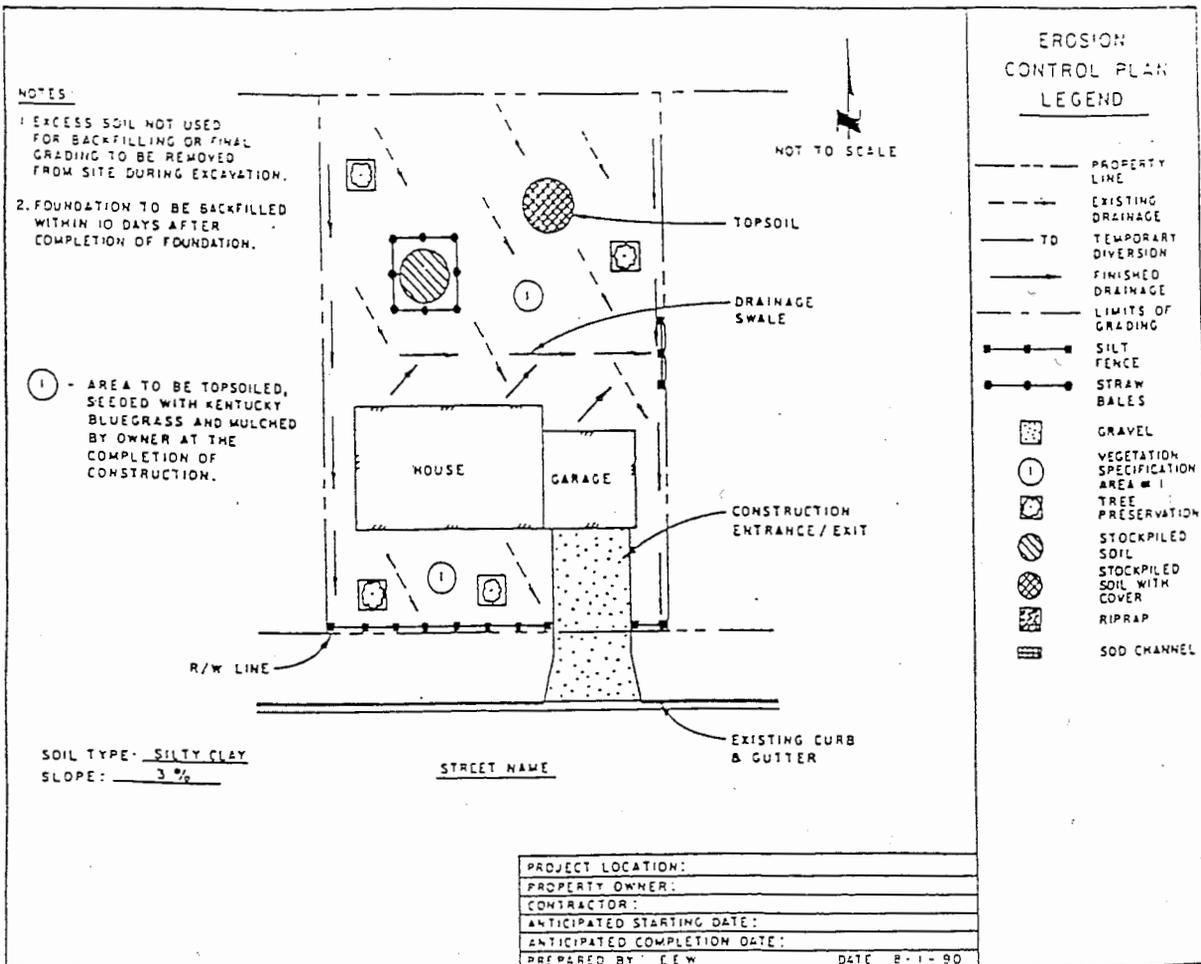
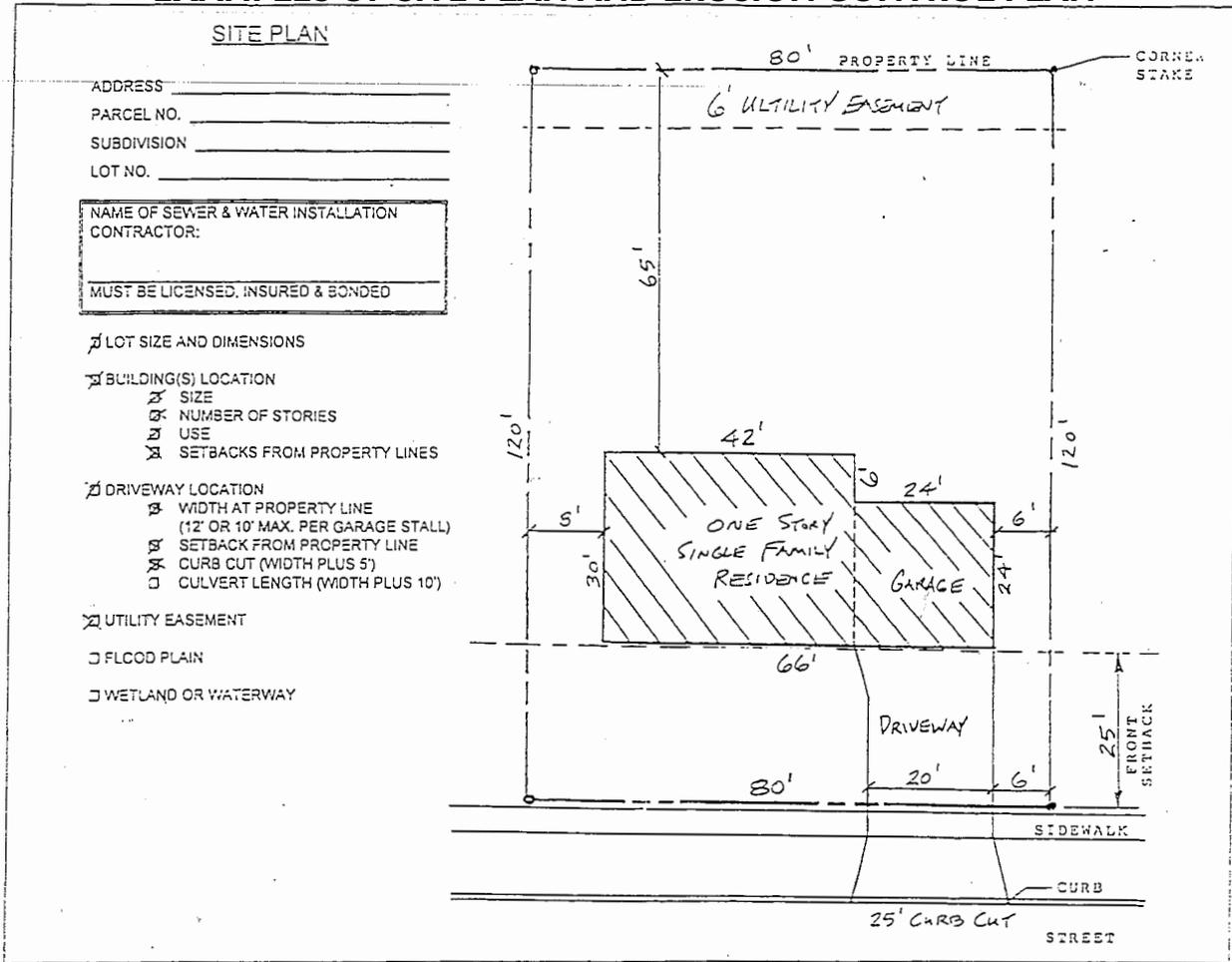
100 N. Jefferson Street, Room 300  
Green Bay, WI 54301  
Tel (920) 448-3100  
Fax (920) 448-3102

<b>Photo No.</b> 1	<b>Date:</b>	
<b>Direction Photo Taken:</b>		
<b>Description:</b>		

<b>Photo No.</b> 2	<b>Date:</b>	
<b>Direction Photo Taken:</b>		
<b>Description:</b>		

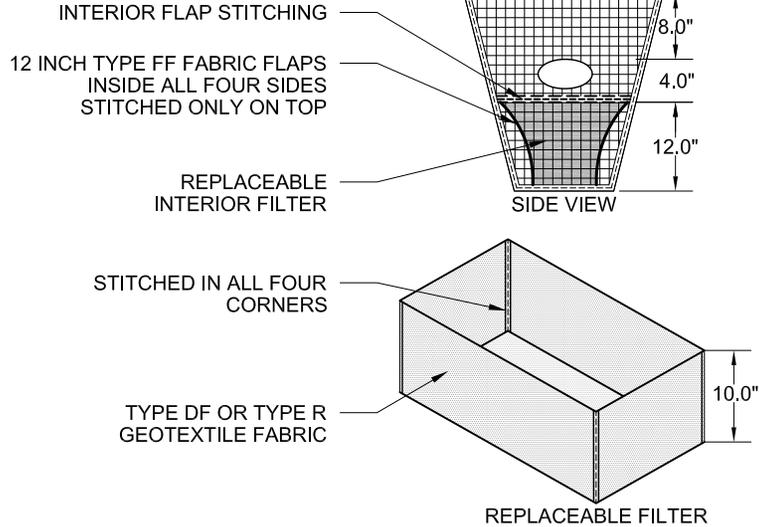
**\*\*Example, continue to add Photolog for weeks 3, 4, 5 ect. to end of project.**

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

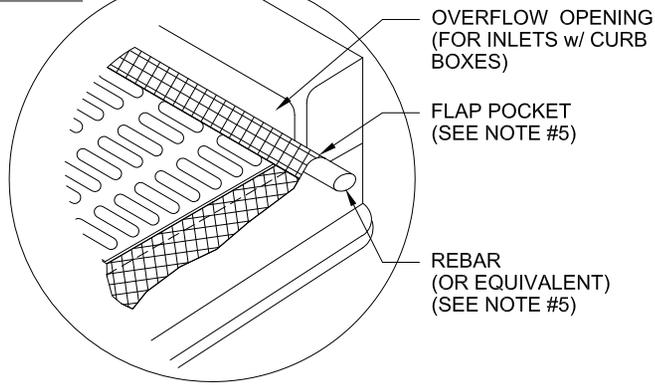


# FIGURE 2. INLET PROTECTION TYPE D-M

## INSET #1



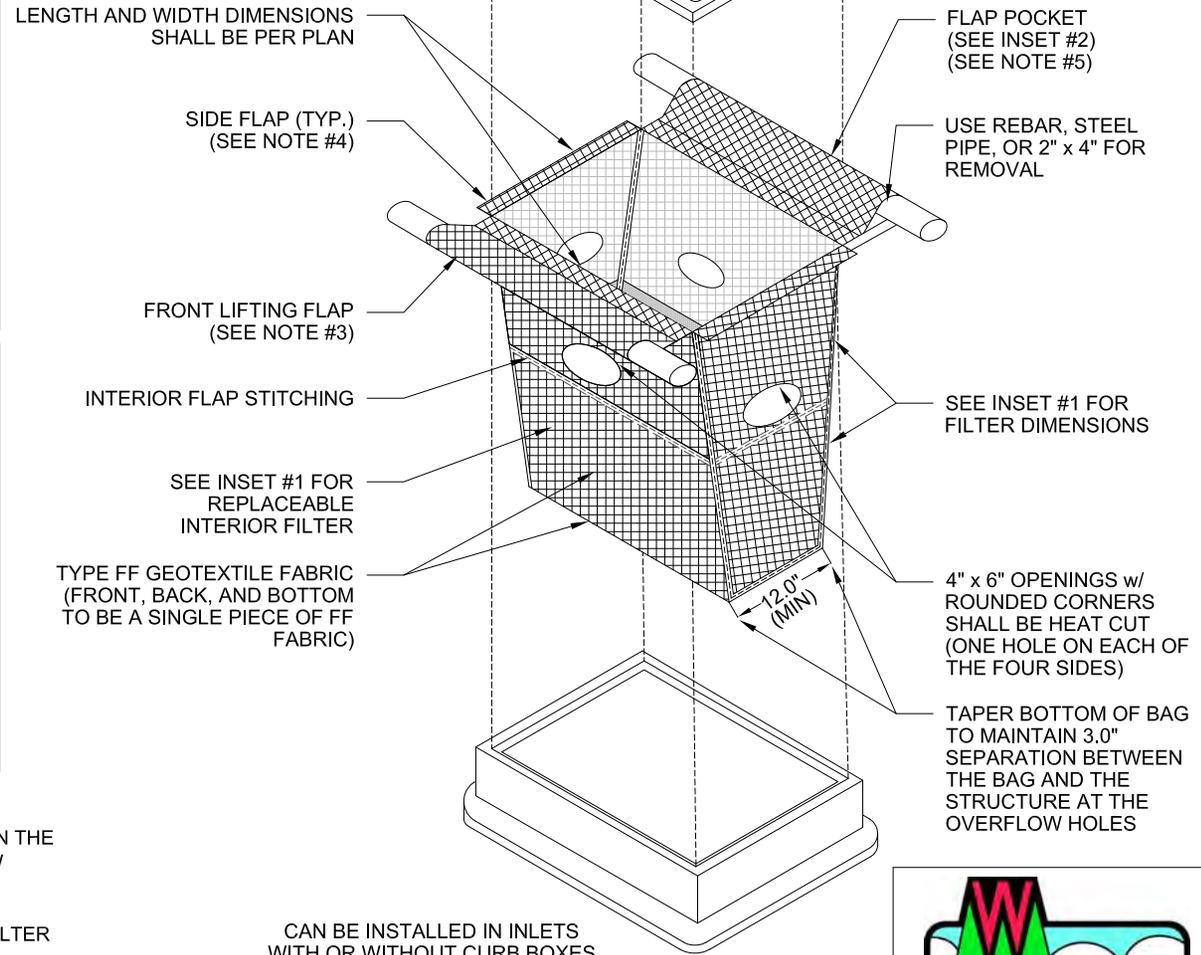
## INSET #2



### NOTES:

1. TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN THE BAG AND THE STRUCTURE, MEASURED FROM THE BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.
2. GEOTEXTILE FABRIC TYPE FF FOR FLAPS, TOP AND BOTTOM OF OUTSIDE OF FILTER BAG. FRONT, BACK, AND BOTTOM OF FILTER BAG BEING ONE PIECE.
3. FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FILTER BAG.
4. SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.
5. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2" x 4". THE REBAR, STEEL PIPE, OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

LENGTH AND WIDTH DIMENSIONS SHALL BE PER PLAN



### MAINTENANCE NOTES:

1. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE FABRIC DOES NOT FALL INTO THE STRUCTURE. MATERIAL THAT HAS FALLEN INTO THE INLET SHALL BE IMMEDIATELY REMOVED.

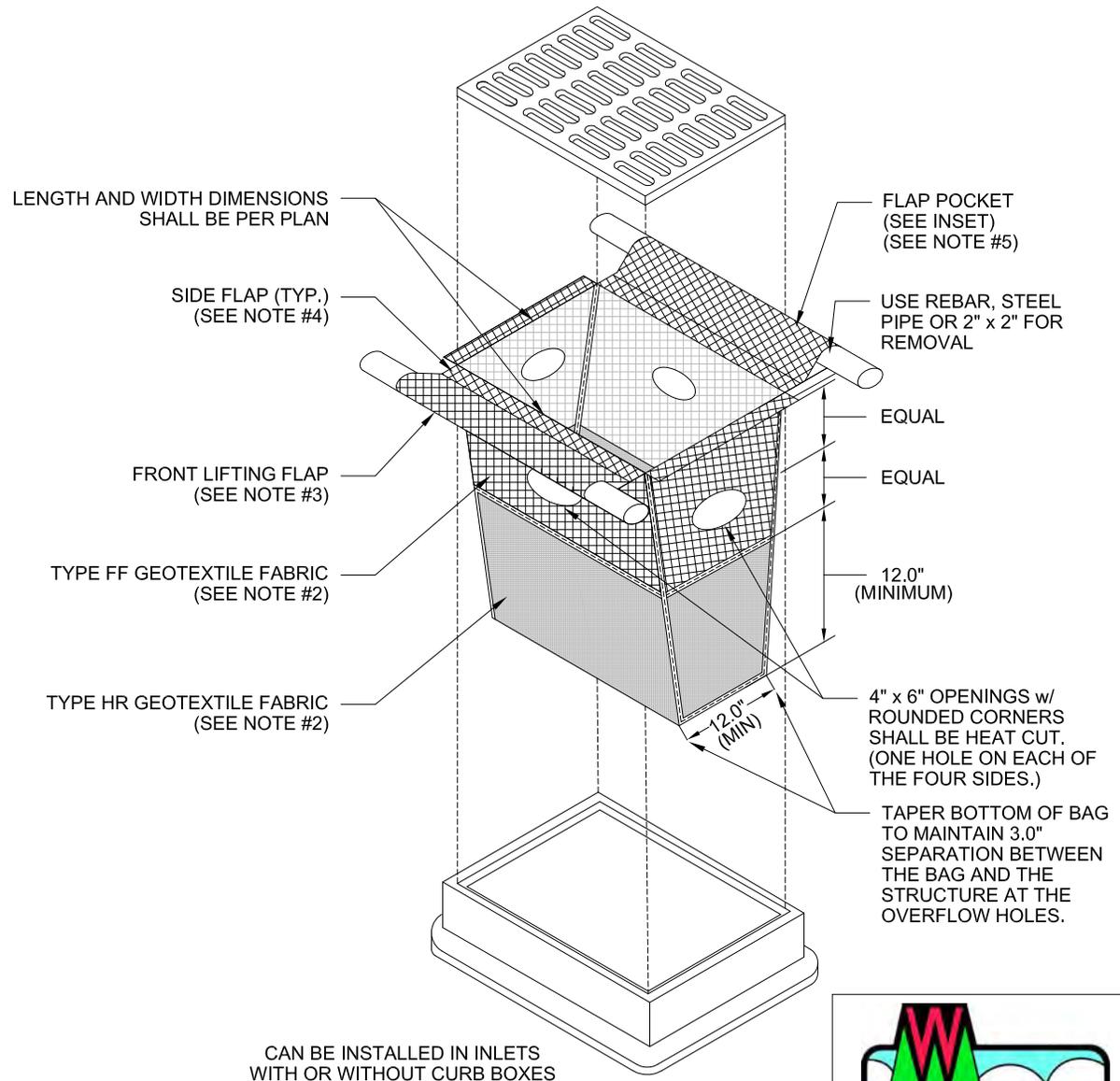
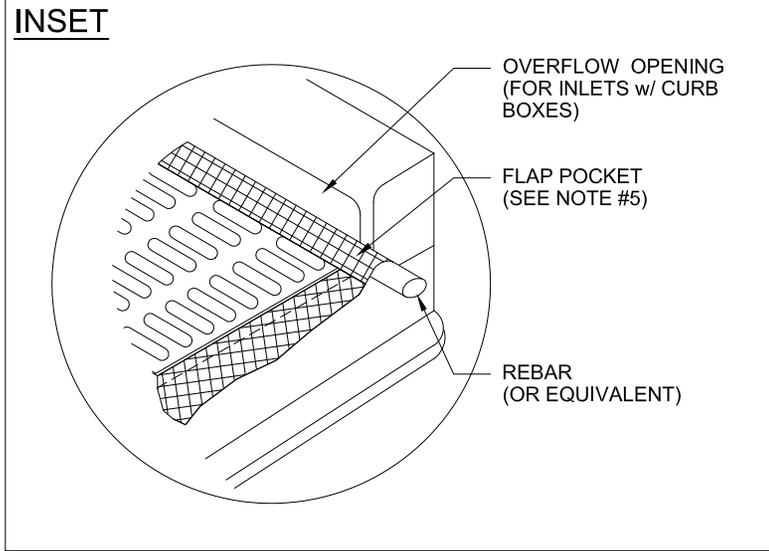


1060  
TECHNICAL STANDARD No.

08/2014  
REVISION DATE

NOT TO SCALE

# FIGURE 3. INLET PROTECTION TYPE D-HR



**NOTES:**

1. TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN THE BAG AND THE STRUCTURE, MEASURED FROM THE BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.
2. GEOTEXTILE FABRIC, TYPE FF FOR FLAPS AND TOP HALF OF FILTER BAG. GEOTEXTILE FABRIC, TYPE HR FOR BOTTOM HALF OF FILTER BAG WITH FRONT, BACK, AND BOTTOM BEING ONE PIECE.
3. FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FILTER BAG.
4. SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.
5. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2" x 2". THE REBAR, STEEL PIPE, OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

**MAINTENANCE NOTES:**

1. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE FABRIC DOES NOT FALL INTO THE STRUCTURE. MATERIAL THAT HAS FALLEN INTO THE INLET SHALL BE IMMEDIATELY REMOVED.



1060  
TECHNICAL STANDARD No.

08/2014  
REVISION DATE

NOT TO SCALE

**CURB CUT/CULVERT PERMIT**  
**Department of Public Works**  
**City of Green Bay, WI**

Date: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
 I/We, \_\_\_\_\_,  
 hereby request (s) permission:

- To remove curb as per diagram and hard surface (concrete or bituminous concrete) the apron,  
 — OR —  
 To have the City of Green Bay install a culvert and agree to pay for all costs thereof or to place  
 said charges on the City tax roll against the property described below.

Address: \_\_\_\_\_  
 Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Subdivision.

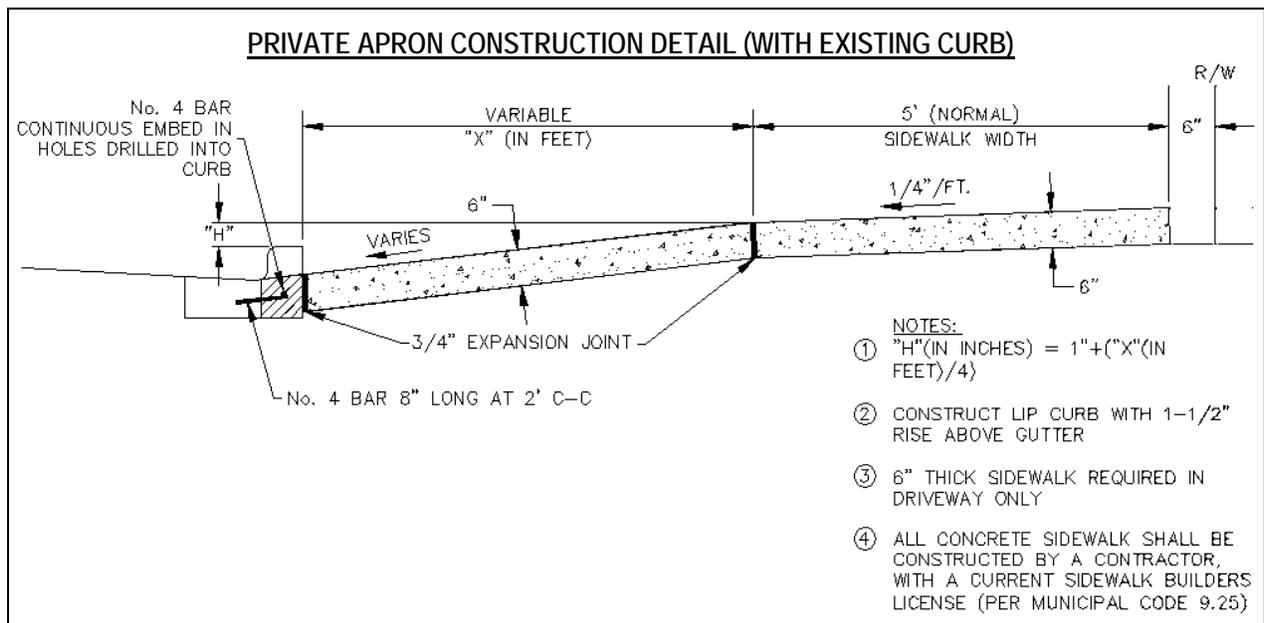
Said work to be done under the supervision of the Director of Public Works and subject to his/her orders. It is further stipulated with the City of Green Bay, on the part of the applicant, that the provisions of all Municipal Code of Ordinances of the City of Green Bay regulating the excavation and/or damaging of streets will be fully complied with.

The driveways shall be located in accordance with the following:

- Single-family or two-family dwelling(s). The attached sketch.  
 Other than single-family or two-family dwellings. The site plan that was approved  
 on: \_\_\_\_\_.

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

\_\_\_\_\_  
 Director of Public Works



## **CITY OF GREEN BAY SIDEWALK AND DRIVEWAY REQUIREMENTS**

*If you have questions, please contact City of Green Bay Engineering Department (920.448.3100).*

### **INSPECTIONS: Sidewalk, Driveway, and Curb Cuts**

1. All concrete sidewalks and driveway aprons must be inspected by DPW before concrete is poured.
2. The contractor must notify the City of Green Bay Engineering Department (920.448.3100) 48 hours prior to the needed inspections.
3. Prior to inspection, the concrete forms must be in place and property pins be exposed for review. The sidewalk shall be 6" from the property line into the Right-of-Way.
4. The contractor/owner must have a representative on site for the inspection.
5. Curb cuts and reconstructed curb will be inspected at the time of the sidewalk inspection.
6. Concrete placed within the City Right-of-Way must be stamped with the contractor's approved stamp.
7. All sidewalks must meet federal ADA requirements.
8. Any sidewalks not inspected before concrete is placed will be ordered to be removed and replaced at owners cost if the sidewalks do not meet the City of Green Bay Standards and Specifications or Federal ADA Requirements.

### **SPECIFICATIONS: Sidewalk and Driveway Construction**

1. Concrete used in the construction of sidewalks and driveways shall be Grade A air-entrained or Grade A-WR air-entrained from an approved supplier. The maximum slump shall be 3 inches.
2. Equipment and tools necessary for sidewalk and driveway construction shall be satisfactory as to design capacity and mechanical condition for the purposes intended.
3. All sidewalks and driveways within the street right-of-way shall be constructed on a compacted base of 4-inch crushed aggregate base course.
4. The foundation shall be formed by the excavating or filling to the required elevation. The constructed foundation shall be mechanically tamped or rolled until thoroughly compacted to ensure stability.
5. Forms shall be of wood or metal; be straight and of a depth at least equal to the depth of the sidewalk (4") and driveway (6"); be sufficient strength to resist displacement during the process of depositing and consolidating the concrete; be securely braced and held firmly to the required line and grade; be sufficiently tight to prevent the leakage of mortar; and be thoroughly cleaned and oiled before the concrete is placed against them.
6. The concrete shall be placed on a moist foundation, deposited to the required depth, and consolidated and spaded sufficiently to bring the mortar to the surface, after which it shall be struck off and floated with a wooden float. Before the mortar has set, the surface shall be steel troweled and brushed. The brush shall be drawn across the surface at right angles to the edges of the sidewalk or driveway with the adjacent strokes slightly overlapping, producing a uniform, slightly roughened surface with parallel brush marks.
7. The concrete shall be cured with an application of an approved linseed oil membrane forming emulsion at the rate of 200 square feet per gallon of curing compound.
8. After the concrete has been cured, the spaces along the edges of the sidewalk and driveway shall be backfilled to the required elevation with topsoil and restored with seed.
9. Sidewalk and driveway construction/reconstruction to be according to attached City-provided details, (Urban Driveway Sidewalk Adjacent to Curb 602-D-08A, Urban Driveway 602-D-09A, Reconstruct Curb 603-D-03, Sidewalk Closure Detail)

Signature: \_\_\_\_\_

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

