



## ONE & TWO-FAMILY PATIO GUIDE

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 patio locations and minimum construction requirements.

- Page 2: Permit Application Guide
- Page 3: Zoning Code Requirements
- Page 4: Building Permit Application Short Form
- Page 5: Non-Permitted Erosion Control Form



(08/20)

# **PERMIT APPLICATION GUIDE**

## **Patio 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.

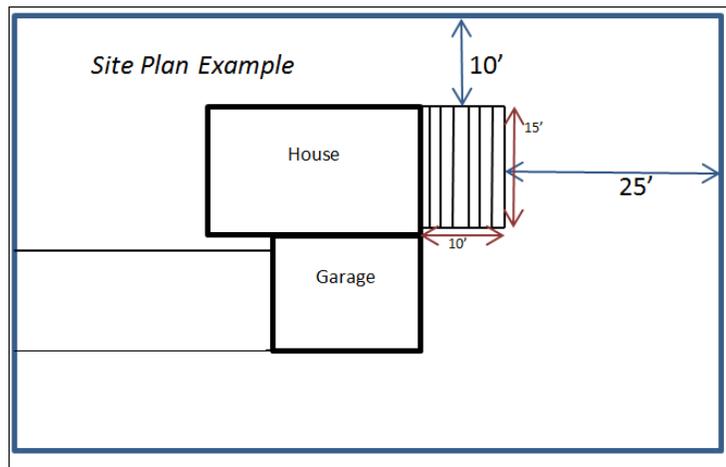
**Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 3).**

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

- Provide a detailed description of all proposed work. Property owners or contractors may obtain patio permits.
  - Fill out Non-Permitted Erosion Control Form.

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

- Indicate/draw patio 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>)



### **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 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:**

- ✓ Building Permit Application
- ✓ Site Plan
- ✓ Non-Permitted Erosion Control Form

**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.
- A patio will require a \$50 Building Permit.
  - 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.

**ZONING AND BUILDING CODE REQUIRMENTS**

- Setbacks for concrete/pavers patio
  - Front setback = 55 ft.
  - Rear setback = 4 ft. (2.5 ft. if lot is smaller than 60 ft. wide)
  - Side setback = 4 ft. (2.5 ft. if lot is smaller than 60 ft. wide)
- The framing of the house shall be a minimum of 8 in. from grade to prevent decay. Flashing is allowed to be installed over the exterior house sheathing along the foundation wall to protect the house framing. This flashing is required to be installed prior to the installation of the patio.
- The patio shall pitch away from the house to provide proper drainage.
- If the patio serves as an exit a minimum of a 3 ft. x 3 ft. landing is required off any swinging exit door. The exit door is allowed to have an 8 in. step down to grade or to a level 3 ft. x 3 ft. landing. The landing requirement does not apply to sliding patio doors with less than 2 steps to grade.

**Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!**

**1-800-242-8511**



# BUILDING PERMIT APPLICATION SHORT FORM

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:** \_\_\_\_\_

PROPERTY OWNER	CONTRACTOR INFORMATION
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Telephone #: _____	Telephone #: _____
Email: _____	Email: _____

**Property Owner** – Do you own and occupy the above listed property?       Yes       No  
(check one)

**Current Land Use:**      I-Family      2-Family      Multi-Family      Commercial  
(check one)

**Project Scope:**      Fence (36)      Driveway Expansion (35)      Yard Shed (22)(<150 ft<sup>2</sup>)  
(check all that apply)

**Description of Project:** \_\_\_\_\_

**Estimated Cost of Construction:** \_\_\_\_\_

The applicant certifies that the information submitted herein is accurate, agrees to comply with the WI Admin. 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.

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

\_\_\_\_\_  
**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.

<b>For Office Use Only</b>	
Project # _____	Receipt # _____
Parcel # _____	Permit Fee _____
Reviewed By: _____	Credential # _____



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)