



City of Green Bay  
Department of Community and Economic Development

## UNDERGROUND SPRINKLER SYSTEM PERMITS

Please note that an Underground Sprinkler System Permit application **will not** be processed unless a Licensed Contractor Plumbing Permit is provided at the same time. If work is being done in the right-of-way, a hold harmless agreement must also be submitted at that time.

Underground Sprinkler companies must be licensed through the City of Green Bay. For licensing information, call the Clerk's Office at (920) 448-3010 or visit the Clerk's Office website at [greenbaywi.gov](http://greenbaywi.gov).



# UNDERGROUND SPRINKLER SYSTEM PERMIT APPLICATION

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

Project Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Value of Work \$ \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
Contractor's Email: \_\_\_\_\_  
Contractor's Phone #: \_\_\_\_\_  
Plumbing Contractor: \_\_\_\_\_  
(Licensed Contractor Plumbing Permit must be provided.)

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

Contractor License # \_\_\_\_\_  
Plumbing License # \_\_\_\_\_

The applicant agrees to comply with the City of Green Bay Municipal Ordinance, Wisconsin Administrative Code, and with the conditions of approval; understands that the issuance of the permit creates no legal liability, expressed or implied, on the part of the City and certifies that all the above information is accurate.

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

### Conditions of Approval

- GW8-360(d)(2), Green Bay Municipal Ordinance. A permit shall be issued prior to commencing work, or permit fees shall be doubled.
- Sec. 8-360(g)(1), Green Bay Municipal Ordinance. Plans and specifications for plumbing to be installed in and/or outside all buildings, structures, parks, areas, or complexes shall be submitted to the Department of Community and Economic Development for written approval prior to commencing work.
- Sec. 34-17(a) & (b), Green Bay Municipal Ordinance. Any person intending to place a private transmission facility in the public right-of-way shall obtain a revocable permit approved by the Common Council at least 60 days prior commencing work.
- DPCS 382.41 All water systems shall be protected against contamination per requirements of DPCS 382.41.
- Sec. 145.06(1)(a), Wis. Stats. No person may engage in or work at plumbing in the state unless licensed to do so by the department. **Please note: cross-connection devices are required to be installed by a licensed plumber only.**

Submit completed applications, site plan, and fee to the above-listed address.

**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.**

### Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This 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: \_\_\_\_\_

<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 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:

Sec. 8-360. Permits. (a) Required. A permit is required to perform work that constitutes "plumbing" as that term is defined in Wis. Stats. § 145.01(10). (b) Application. (1) Application for a permit shall be made to the Plumbing Supervisor or an authorized agent before any work is started.

(d) Fees. (2) If an application for a plumbing permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.

(Rev 8/21)



## HOLD HARMLESS AGREEMENT/PERMIT FOR UNDERGROUND SPRINKLER SYSTEM IN PUBLIC RIGHT-OF-WAY

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Green Bay ("CITY") and \_\_\_\_\_ ("PROPERTY OWNER").

WHEREAS, the undersigned is (are) the recorded owner(s) of Parcel No. \_\_\_\_\_, which is commonly known as \_\_\_\_\_, Green Bay, Wisconsin; and

WHEREAS, the PROPERTY OWNER desires to install a underground sprinkler (irrigation) system in the CITY's public right-of-way; and

WHEREAS, the Common Council of the City of Green Bay has enacted an ordinance permitting the placement of Private Transmission Facilities in the CITY's public right-of-way; and

WHEREAS, the Private Transmission Facilities Ordinance requires that the PROPERTY OWNER execute a hold harmless agreement relieving the CITY from any and all liability growing out of the placement of such private transmission facility.

NOW, THEREFORE, it is agreed by and between the CITY and PROPERTY OWNER as follows:

1. The PROPERTY OWNER acknowledges and agrees that they are fully aware that any portion of an underground sprinkler system located within the CITY's public right-of-way is clearly at risk and that no assurances of its protection can be given by the CITY.
2. The PROPERTY OWNER understands and agrees that the CITY assumes no responsibility for, or liability arising out of, installation, care, operation, future maintenance or repair of any portion of the underground sprinkler system.
3. The PROPERTY OWNER understands and agrees that the installation and existence of the underground sprinkler system within the CITY's public right-of-way shall not, in any way, interfere with the right of the CITY, its contractors or other utilities to excavate therein for repair, maintenance or installation of any street, sidewalk, public utility, telecommunication, cable television, or for any other necessary public purpose.
4. The PROPERTY OWNER understands and agrees the CITY will not, under any circumstance, maintain, repair, or replace any portion of said system which might be subsequently damaged or removed by any work, accident, and maintenance activity or construction operation related to Item 3 above.

5. All sprinkling heads shall be so located, shielded, adjusted or directed that they will not sprinkler the public roadway or public sidewalk when in operation.
6. All sprinkling heads shall be so constructed so that they will not project above ground level when not in operation.
7. The PROPERTY OWNER hereby agrees to indemnify and hold harmless the CITY from any and all liability, loss or damages the CITY may suffer as the result of claims, demands, costs, judgment, or legal fees, including attorney fees arising out of the installation, placement, use, and operation of the underground sprinkler system in the CITY's public right-of-way.
8. The PROPERTY OWNER further agrees that it will waive any and all claims against the CITY, its agents, officials, or employees that arise out of any damage to the underground sprinkler system while located in the CITY's public right-of-way.
9. This hold harmless agreement shall commence on the date of the execution hereof by PROPERTY OWNER and shall continue until the underground sprinkler system is abandoned or removed or the permit is revoked.
10. This Agreement shall be binding upon and inure to the benefit of the heirs, grantees, successor and assigns of the parties hereto and shall constitute a covenant running with the land with respect to the private premises served by the underground sprinkler system permitted hereunder.

PROPERTY OWNER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

CITY:

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

\_\_\_\_\_  
Date