



City of Green Bay  
Department of Community and Economic Development

## COMMERCIAL BUILDING PERMIT INFORMATION

This is a packet of Building, Electrical, Plumbing, HVAC, and Erosion Control permit forms you **must** complete to obtain the permits necessary for new construction, additions, and alterations of commercial/residential buildings. The forms must be filled out and signed by the subcontractors and returned to you. After all plan reviews are completed and the department is allowed to issue the permits, you shall submit an all-inclusive packet containing all of the completed forms.

The **Project Permits Application** (the top form) must be completed for all projects. Fill out the form as well as you can and leave blank any areas you do not understand. Staff can help complete the form when you submit the packet.

The **Licensed Electrical Contractor's** permit form must be completed and signed by the electrical contractor and included in the application packet.

The **Licensed Plumbing Contractor's** permit form must be filled out by the plumbing contractor and included in the application packet. **Two copies are provided because when there is both interior and exterior plumbing work on the project, a separate permit form is required for each contractor.**

The **Licensed Heating Contractor's** permit form must be filled out by the HVAC contractor and included in the application packet.

An **Erosion Control** permit form is also included and, if required by the Erosion Control Permitting Process flowchart, must be submitted with an **Erosion Control plan**.

You will only need to complete electrical, plumbing, HVAC, and erosion control permits if that type of work is associated with your project. If you are not doing electrical, plumbing, HVAC, or erosion control work you will not need those permits.

You may also need to submit building, electrical, plumbing, HVAC, and erosion control plans when you bring the permit packet in. If you are doing any exterior work a site plan may be required. Please explain the scope of your project when you pick up the permit application packet and we will be able to explain what information is required.

The total permit packet at the time of submittal must contain the Project Permits Application, any plans required, and an electrical, plumbing, HVAC, and erosion control permit if that work is being done. **All forms must be filled out and signed prior to issuance of permits.**

**If you have any questions concerning these permits, please contact the Department of Community and Economic Development at (920) 448-3300 and ask for a Building, Electrical, Plumbing, or HVAC Inspector.**



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 \$ _____	<input type="checkbox"/> Storm Fee \$ _____
			Assessment \$ _____	<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.



# 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:**

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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: \_\_\_\_\_ 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.



# 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 \_\_\_\_\_



# 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:

- |  |  |
|--|--|
| <ol 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> </ol> | <ol 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> </ol> |
|--|--|

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: \_\_\_\_\_

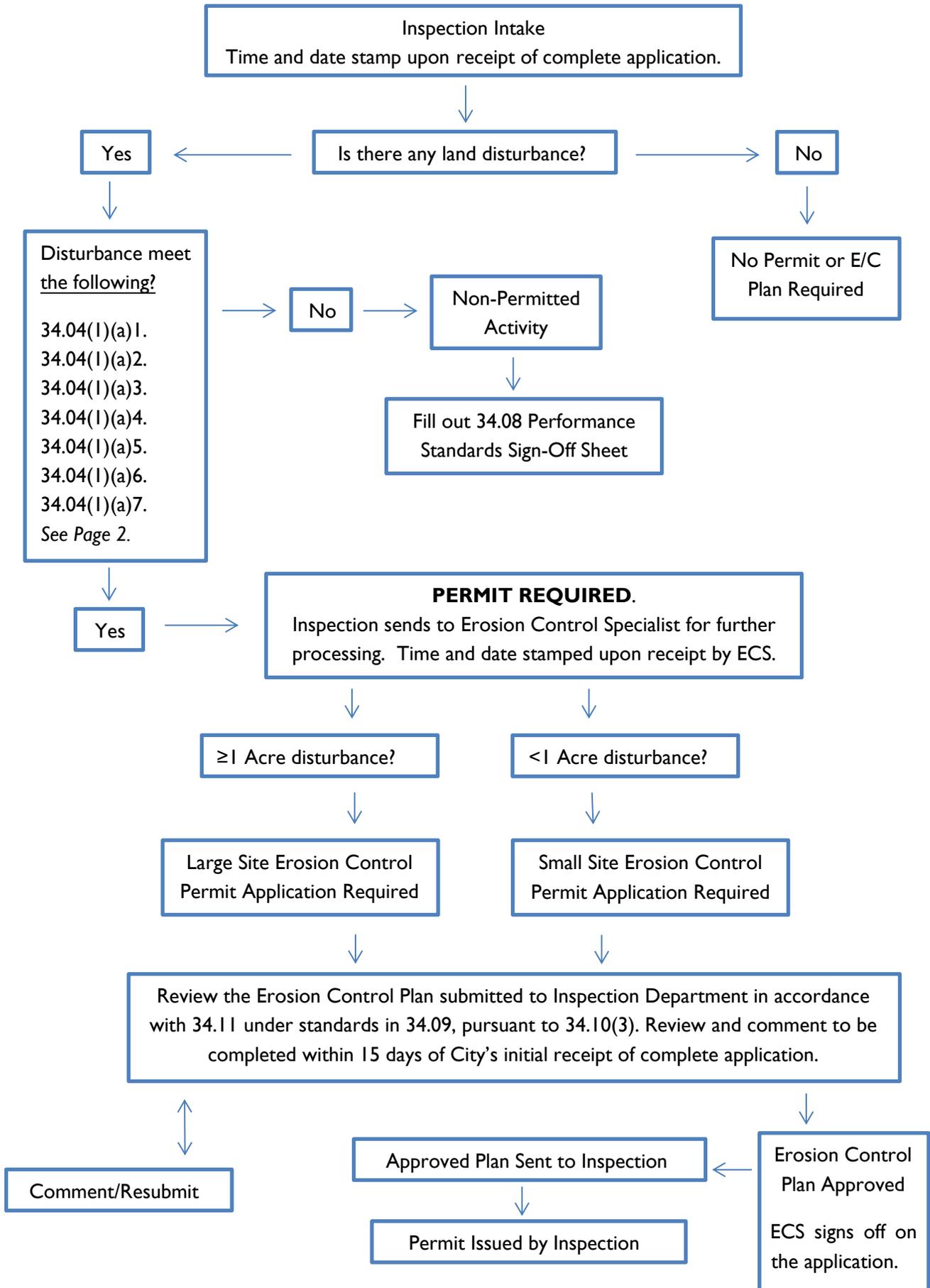
3. **Conditions of Approval** - This permit approval requires the applicant to:

- 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

**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 Permitting Process For Land Disturbing Projects Outside of the Public Rights-of-Way



## **APPLICABILITY AND JURISDICTION**

**34.04(1)(a)1.** Those involving grading, removal of protective ground cover or vegetation, excavation, land filling, or other land-disturbing construction activity affecting a surface area of 4,000 sq. ft. or more.

**34.04(1)(a)2.** Those requiring a subdivision plat or certified survey approval or the construction of 1- and 2-family residential dwellings or commercial, industrial, or institutional buildings on lots of approved subdivision plats.

**34.04(1)(a)3.** Those requiring a certified survey approval or the construction of houses or commercial, industrial, or institutional buildings on lots of approved certified surveys.

**34.04(1)(a)4.** Those involving street, highway, road, or bridge construction, enlargement, relocation, or reconstruction.

**34.04(1)(a)5.** A construction site, which has 100 linear feet or greater of land disturbance to a highway, street, driveway, swale, ditch, waters of the state, wetland, protective area, or other non-agricultural drainage facility which conveys concentrated flow. Wetlands shall be delineated in accordance with s. NR 103.08(1m).

**34.04(1)(a)6.** Those involving the laying, repairing, replacing, or enlarging of an underground pipe, wire, cable, or facility for a distance of 300' or more.

**34.04(1)(a)7.** A construction site which has 100 cubic yards or greater of excavation volume, filling volume, or some combination of excavation and filling volume.