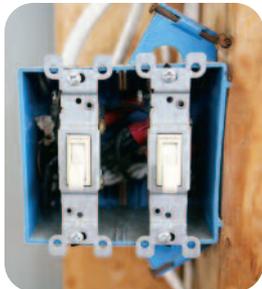




## PERMITS AND OTHER APPLICATIONS AVAILABLE FROM THE PLANNING AND DEVELOPMENT DEPARTMENT

- Alter the public way
- Antenna permit
- Board of Appeals application
- Boiler operator license application
- Building permit
- Code compliance permit
- Conditional use permit
- Design Review Board application
- Electrical permit
- Heating, ventilation and air conditioning permit
- Obstruct the public way permit
- Occupancy permit
- Plumbing permit
- Underground tank removal permit
- Zoning change petition



AT THE EDGE  
OF THE CITY AND  
THE HEART OF  
EVERYTHING

Planning and Development Department  
The Village of Shorewood  
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Shorewood, Wisconsin 53211-2303

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shorewoodtoday.com  
Office Hours: Monday-Friday 8 a.m.-5 p.m.

## YOUR GUIDE TO VILLAGE PERMITS

PLANNING AND  
DEVELOPMENT  
DEPARTMENT



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## WHY DO I NEED A PERMIT?

A permit provides for a system that will generate an inspection. Such an inspection protects the health, safety and welfare of residents. With more than 80% of Shorewood's housing greater than 60 years old, an inspection system ensures that work on a property will be done to national, state and local standards, and that Shorewood's valuable homes are properly maintained.

## WHO IS RESPONSIBLE FOR OBTAINING A PERMIT?

A contractor typically submits permit applications and receives a copy of the approved permit. Property owners are encouraged to request a copy of the permit from the contractor. The cost of a building permit depends on the cost of the work to be done.

## TYPES OF PERMITS

### BUILDING PERMITS

Building permits are required for building additions, decks and patios, fences, retaining walls, roofing and siding, window replacement (if the size changes), interior remodeling (such as kitchens and baths), accessory structures (such as garages, sheds and pergolas), recreation rooms, driveways, parking slabs, garage floors and other similar work.



Building permits for interior remodeling require floor plans and section details. If exterior changes are proposed, elevations of all affected facades are required.

If an addition, fence, patio, deck or storage shed is proposed, a current survey is required. Check with the Planning and Development Department to see if a survey of your property is on file. If a survey is not on file, you will have to obtain one. (A list of companies that provide this service can be found in the "Yellow Pages" phone book or online.)

Most changes to the exterior of a building and all new buildings must be approved by the Design Review Board, which meets twice a month.

Depending on the scope of the work, multiple inspections may be required. Rough inspections are required for concrete pours and wall openings. If walls, floors or trenches are opened up, the rough inspection would be required prior to the installation of finish materials, such as drywall, concrete or soil.

Final inspections are required for all building permits within 15 days of completion of the project. Permits may be voided if activity ceases for a period of 40 days and the Village has not been contacted for an inspection.

### What work does not require a building permit?

Building permits are not required for painting, decorating and minor repairs.

### ELECTRICAL PERMITS

Permits are issued to electricians licensed by the State of Wisconsin. In some limited instances, home owners may apply for an electrical permit. They must meet all requirements laid out in the National Electrical Code and be knowledgeable of current trade standards. Electrical permits are required for all new or replacement work. Please be wary of persons claiming a permit is not required.

Examples of work requiring an electrical permit include, but are not limited, to: new or replacement dishwashers, disposals, ranges, cooktops, electric dryers, furnaces, central air conditioning units, hot tubs, fire alarm systems, water heaters and air handlers. New switches, receptacles, fixtures and ceiling fans also require an electrical permit.

### What work does not require an electrical permit?

Minor repairs and replacement of 120-volt switches, receptacles and fixtures on existing device boxes (when done as part of normal maintenance), do not require a permit.

### PLUMBING PERMITS

A plumbing permit is required for any plumbing fixture that is removed, replaced or relocated. This is not a local ordinance, but a law enacted by the State of Wisconsin. A plumbing fixture is one which is connected to a water source or removes gray water or storm water. A few examples of such fixtures include bathtubs, dishwashers, disposals, laundry trays, shower stalls, sinks, wash basins, water closets (toilets) and water heaters.

Plumbing permits are issued to plumbers licensed by the State of Wisconsin. An owner/occupant of a single-family property may obtain a permit under certain conditions to do the work themselves. Rough and final inspections are required. If walls or floors are opened up, a rough inspection would be required prior to the installation of finish materials, such as drywall or concrete.

**What work does not require a plumbing permit?** Permits are not required for simple fixture changes, such as a faucet or sink sprayer, when a stop valve to turn off the water is in place. Please check with the Planning and Development Department.

### HEATING/AIR CONDITIONING PERMITS

Heating, ventilation and air conditioning permits are required when the furnace, boiler or air conditioning in your property is initially installed or replaced. In the case of air conditioning, attention must be paid to the location of the condenser, which must meet the setback requirements for the property's zoning district. When a boiler is installed, a backflow preventer is required. This assures against the possible contamination of the potable water system.

Depending on the scope of the HVAC work, rough and final inspections may be required. If walls or floors are opened up, a rough inspection would be required prior to the installation of finish materials, such as drywall or concrete.

### What work does not require an HVAC permit?

Under general conditions, no permit is required if ducts are extended or baseboard radiation or radiators are replaced. However, an electrical permit may be required for this work in the same location.

## ANYTHING ELSE?

We cannot possibly cover all the work that requires a permit in this brochure – and there may be projects you are considering beyond the scope of the information included here. If you do not understand what is required or if you have unanswered questions, please stop in or call the Planning and Development Department at 414.847.2640.

