

WHEN IS A PERMIT NEEDED

Building Permit- Contact Building Inspector

- New homes
- Additions to existing homes including porches/ breezeways. Structural changes.
- Interior renovations- When changing room sizes, moving walls, or making structural changes.
- Decks- New, additions to, some repairs
- Adding windows or changing size of window
- Solar array installs (roof and ground mounted)
- Raze- demolishing existing buildings

Contact Zoning Administrator

- Accessory structures- new and additions
- Swimming pools- electrical permit separate
- Fences
- Signs
- Commercial/ Multifamily/ Public buildings- New, additions, or alteration (building permits issued by State)
- Driveway permit
- Commercial building/space change of tenant, owner, or use

Electrical Permit-

- New buildings
- New services, replacement services, panel replacements
- Extensions to services, feeders, branch circuits
- Generator installs
- Solar (also requires building permit)

Plumbing Permit-

- New buildings
- Replacing or altering plumbing systems
- Moving fixtures
- Water heaters
- Water softeners/ treatment devices
- Dishwashers

HVAC Permits-

- New builds or systems
- Adding furnaces, AC, combination units (mini splits), unit heaters
- Alteration to distribution systems/ ductwork
- Replacing furnaces, AC, combination units (mini splits), air handlers
- Commercial exhaust units new and modifications (issued by State)
- Commercial kitchen hood new and modifications (issued by State)

Permits Not Needed For-

- Changing kitchen cabinets, bath vanity (if walls being modified, plumbing, electrical, HVAC systems being altered a permit will be required)
- Replacing plumbing fixtures (toilet, sinks, lavatories, sump pumps, etc.)
- Replacing light fixtures, outlets, switches
- Replacing windows same size
- Flooring replacement
- Reroof or residing

Who Can Pull a Permit?

Building Permit-

New Homes, Residential Additions/Alterations, Accessory Buildings, Decks, Reroofing/Residing, Solar Arrays.

- Homeowners- per WI ss 101.654. Meaning must reside or will reside in the home.
- Licensed contractors with a valid Dwelling Contractor, Dwelling Contractor Qualifier, or Dwelling Contractor Restricted issued by WI DSPS.

Fences, Pools, Signs

- Homeowners and Contractors

Commercial

- A registered architect, engineer, or registered design professional must design and stamp plans.
- Owners can apply for permits, but a supervising professional is required (registered architect or engineer) for buildings over 50,000 cubic feet. (SPS 361.40)

Electrical

- Homeowners- Per WI ss 101.862 (4). Must be a single-family home and owner occupied not a rental property.
- Licensed contractors with a valid Electrical Contractors or Master Electrician license or certification issued by WI DSPS.

Plumbing

- Homeowners- Per WI ss 145.06 (4). Must be a single-family home and owner occupied not a rental property.
- Licensed contractors with a valid Master Plumbers license or variation of issued by WI DSPS.

HVAC

- Homeowners- Must be a single-family owner-occupied home.
- Licensed contractors with a HVAC Contractor or HVAC Qualifier certification issued by WI DSPS.