

WELCOME HOME!

Obtaining proper permits ensures code compliances, safety of the work, and keeps you and your family protected... and it's easier than you might think!

The Village of Bayside contracts with SAFEbuilt Inc. to provide permit and inspection services. To contact SAFEbuilt Inc., please call (262) 346-4577 or email hartfordinspections@safebuilt.com.

Homeowners may apply for a permit to do the same work themselves, if they occupy the property and the home is not being rented. A [Release and Indemnification form](#) is required when submitting your permit.

WHEN IN DOUBT, ASK!

When in doubt about whether your project will require a permit, please contact Village Hall at (414) 206-3915 prior to beginning the project. If work begins before a required permit is issued, the permit fee doubles. Ultimately, the property owner is responsible for permits.

BASIC INFORMATION

- The building inspector, from the [building permit](#) or through the [Architectural Review Application](#), determines if a project meets Village Code. You may appeal this decision through the process of the [Board of Zoning Appeals](#).
- Certain projects require prior approval of the [Architectural Review Committee](#).
- Work started before a permit is obtained will result in a double fee.
- Work must start within 180 days of permit issuance. Permit extensions may be granted.
- Permits expire after two years.
- Dumpsters and portable storage containers require a [permit](#).

BENEFITS OF PERMITS

Protects property values: Your home is typically your largest investment. If your project does not comply with building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves money: Homeowners' insurance policies may not pay for damages caused by work done without a permit.

Makes selling property easier: Listing associations may require owners to disclose any home improvement or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell your home or building that has modifications without a permit, you may be required to tear work down, leave it unoccupied, or do costly repairs.

Improves safety: Your permit allows SAFEbuilt Inc. to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, inspections can reduce the risk of fire, structural collapse, and other issues that might result in costly repairs, injuries, and even death. Inspections act as a system of checks and balances resulting in a safer project.

It's the law! Permits are required by Municipal Code!

REQUIREMENTS

Some projects require approval from the [Architectural Review Committee](#) before work can be started. Review the [Architectural Review Summary Sheet](#) for projects requiring an appearance before the ARC.

A licensed contractor is required for your project and the contractor obtains the permit. The license number is written on the permit.

Be cautious of working with contractors who state that no permits or inspections are needed for your project!

Permits can be applied and paid for online. Visit the [WI Uniform Building Permit](#). When filling out the building permit, remember to include estimated cost, print and sign your name, date, provide copies of building plans, and submit payment.

When completed, permits and fees are paid to the Village of Bayside who will then send the permit application to SAFEbuilt, Inc. SAFEbuilt Inc. will mail you the permit with the permit number to be displayed in a front window of your home.

If either you or your contractor needs to contact SAFEbuilt Inc., the phone number is (262) 346-4577 or email hartfordinspections@safebuilt.com to schedule an inspection.

WORKING WITH CONTRACTORS & GETTING PERMITS

A written agreement between you and the contractor will ensure no misunderstandings about the work or contract terms.

Ask questions and make any changes before signing a contract and before any work begins.

Make sure either you or your contractor obtains proper permits. Ultimately, the property owner is responsible for ensuring permits are obtained.

DO NOT REQUIRE A PERMIT

Interior:

- Installation or replacement of finished flooring. However, if you are replacing the sub-floor, a permit is required.
- Installation of cabinetry and repairs which are deemed minor by the building inspector.
- Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers, and fixtures.
- Replacement of general use snap switches, dimmer and control switches, and luminaries (lighting fixtures). All other electrical work must be done with a permit by a licensed electrician.

Exterior:

- Replacement of siding.
- Repair, replacement of decking boards on porches, decks, and balconies.
- Decorative landscaping, tree planting and removal, seeding and sodding of lawn, patio pavers, or decorative edging on your property.
- Planting in the right of way requires a [permit](#). Please contact Village Hall (414) (414) 206-3915 if the project will take place in the right of way.
- Replacement or modification of gutters and downspouts or addition of a rain barrel.
- Installation of a window air conditioner.
- Window replacement if under 25% change in size and placement.