

The information below contains the minimum permits and documents required for a residential solar photovoltaic (PV) system. The intent of this information sheet is to provide transparent and well-defined information to improve permit quality and accelerate the application and review process.

## **REQUIRED PERMITS**

The installation of a solar photovoltaic (PV) system requires an electrical permit prior to the start of any work. If there are no modifications to the roof structure needed, only one (1) permit is required. If the structure will be modified, a building permit must be obtained as well. There are multiple ways to submit a permit application:

1. Complete a paper [permit application](#) and submit it to Village Hall. This permit application can be used for an electrical or building permit.
2. Submit an online [building permit application](#) request on the Village website.
3. Submit an online permit application request by going to [See Click Fix.com](#) and creating an account.

## **ADDITIONAL REQUIRED DOCUMENTS**

In addition to pulling a permit, please submit a report that is stamped by an engineer stating that the structure would support the solar PV system. If submitting the request online, please upload a picture of the report or email a copy to [permits@baysidewi.gov](mailto:permits@baysidewi.gov).

## **PERMIT EXPIRATION**

All permits expire two (2) years after issuance. However, the work must be started within 180 days of the issuance of the permit. If the project is not started within 180 days, the permit will be considered invalid, and a new permit application will need to be submitted.

## **REVIEW PROCESS TIMELINE**

The Village is committed to providing a timely review of solar PV permit applications. All building permit applications are reviewed and processed within 2 business days from initial submittal.

Please note, certain circumstances can prolong the permit turnaround time. These can include, but are not limited to:

- Applicant fails to submit all required information.
- Permit fees are unpaid.
- No engineering report is submitted.

## **SCHEDULING AN INSPECTION**

SAFEbuilt is the Village's contracted building inspector. To schedule an inspection, please contact SAFEbuilt at:

- Phone: 262-346-4577
- E-mail: [hartfordinspections@safebuilt.com](mailto:hartfordinspections@safebuilt.com)

## **PERMIT COST**

The cost of the electrical and building permits are determined by the [Village Fee Schedule](#).

## **RESOURCES**

- [Village Fee Schedule](#)
- [Building Services Website](#)
- [Municipal Code](#)
- [Wisconsin Uniform Permit Application](#)
- [Online Permit Application](#)

## **CONTACT INFORMATION**

Village Building Services Contact:

Cassie Schmidt

Office Email: [cschmidt@baysidewi.gov](mailto:cschmidt@baysidewi.gov)

Office Phone: 414-540-8512

Village Hall Information:

Address: 9075 N Regent Road, Bayside, WI 53217

Main Phone: 414-206-3915

Hours of Operation: Monday through Friday  
(8:00am-4:00pm)

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