



City of Lake Geneva
Building and Zoning
626 Geneva Street
Lake Geneva, WI 53147

NEW ONE & TWO FAMILY PERMIT REQUIREMENTS

- State permit application fully filled out with certification numbers, addresses, and telephone number
- HVAC permit application filled out
- Electrical permit application filled out
- Plumbing permit application filled out
- Plumbing permit application filled out for sewer & water by utility contractor (if not same as plumber)
- Zoning permit application
- Impact Fee permit application
- 2 copies of plans in scale
- 2 copies of survey in original size with driveway shown
- 1 copy of heat calculations

EARLY START PERMIT REQUIREMENTS

- State permit application with Building Contractor information filled out
- 2 copies of foundation plans
- 2 copies of survey in original size with driveway shown

NOTE: Permit will not be processed without all of the above items submitted at the same time. Permits are processed in the order that completed application packets are received.

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin: 0;">Wisconsin Uniform Building Permit Application</h2> <p style="margin: 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. Parcel No.		
PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:				
Owner's Name		Mailing Address	Tel.	
Contractor Name & Type		Lic/Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)				
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		
HVAC				
Electrical				
Plumbing				
PROJECT LOCATION	Lot area Sq.ft.	One acre or more of soil will be disturbed	Town Village City of _____ 1/4, _____ 1/4, of Section _____, T____N, R ____E/W	
Building Address		County	Subdivision Name Lot No. Block No.	
Zoning District(s)	Zoning Permit No.	Setbacks:	Front ft. Rear ft. Left ft. Right ft.	
1. PROJECT	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP. 12. ENERGY SOURCE	
New Alteration Repair Raze Addition Move Other:	Single Family Two Family Garage Other:	Entrance Panel Amps: _____ Underground Overhead	Furnace Radiant Basebd Heat Pump Boiler Central AC Fireplace Other:	
		7. WALLS	Fuel Nat Gas LP Oil Elec Solid Solar Geo	
2. AREA INVOLVED (sq ft)	4. CONST. TYPE	Wood Frame Steel ICF Timber/Pole Other:	Space Htg <input type="checkbox"/>	
Unit 1 Unit 2 Total	Site-Built Mfd. per WI UDC Mfd. per US HUD		Water Htg <input type="checkbox"/>	
Unfin. Bsmt				
Living Area	5. STORIES	8. USE	10. SEWER	
Garage	1-Story 2-Story Other: Plus Basement	Seasonal Permanent Other:	Municipal Sanitary Permit# _____	
Deck/Porch			11. WATER	
Totals			Municipal On-Site Well	
13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)				
14. EST. BUILDING COST w/o LAND \$ _____				
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.				
APPLICANT (Print:) _____		Sign: _____	DATE _____	
APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.				
ISSUING JURISDICTION		Town of Village of City of County of State→	State-Contracted Inspection Agency#:	
			Municipality Number of Dwelling Location _____	
FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	
Plan Review	\$ _____	Construction		
Inspection	\$ _____	HVAC		
Wis. Permit Seal	\$ _____	Electrical		
Other	\$ _____	Plumbing		
Total	\$ _____	Erosion Control		
PERMIT ISSUED BY:				
Name _____				
Date _____ Tel. _____				
Cert No. _____				

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration.

Please type or use ink and press firmly with multi-ply form.

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
 - Basements - include unfinished area only
 - Living area - include any finished area including finished areas in basements
 - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

INSPECTORS: PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Industry Services Division
PO Box 7302
Madison WI 53707-7302

(Part of Ply 4 for Applicants)

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.



City of Lake Geneva
 Building and Zoning
 626 Geneva Street
 Lake Geneva, WI 53147

Permit Number _____
 City use only

ONE & TWO FAMILY ELECTRICAL PERMIT APPLICATION

I (We), the undersigned do hereby submit an application for a permit for the property:

Located at:

Address: _____

Tax ID / Parcel Number(s): _____

Principal Structure

- New
- Addition
- Alteration
- Update / Extension

Accessory Structure

- New
- Addition
- Alteration
- Update / Extension

- New Electric Service _____ Amp U/G O/H **\$100.00 SF \$200.00 Duplex**
- Update Electric Service _____ Amp From: U/G O/H To: U/G O/H **\$75.00**
- Electric Sub-Panel _____ Amp **\$50.00**
- Generator **\$75.00**
- Electric Wiring Extension / Rewiring _____ sq.ft. **\$0.10/sq.ft., or \$1.00/Device, Minimum \$50.00**
- Electric Pool, Hot Tub, Pond **\$50.00**

Estimated Value of Electrical Project: \$ _____

Property Owner:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor License # _____

Building Inspector Approval: _____ **Date:** _____ **Fees:** _____



City of Lake Geneva
 Building and Zoning
 626 Geneva Street
 Lake Geneva, WI 53147

Permit Number _____
 City use only

ONE & TWO FAMILY HVAC PERMIT APPLICATION

I (We), the undersigned do hereby submit an application for a permit for the property:

Located at:

Address: _____

Tax ID / Parcel Number(s): _____

Principal Structure

- New
- Addition
- Alteration
- Update / Extension

Accessory Structure

- New
- Addition
- Alteration
- Update / Extension

- New Furnace _____ BTU
- Update Furnace _____ BTU
- New Boiler _____ BTU
- Update Boiler _____ BTU
- Heat Pipe Extension _____ sq.ft.
- Air Conditioning Unit _____ Ton

Fees: New Furnace / Boiler \$100.00 first unit, \$50.00 each additional unit.
 Replacement Furnace / Boiler \$50.00
 Heat Pipe Extension \$2/100 sq.ft., Minimum \$50.00
 Permanently installed wall unit \$20.00 flat fee
 A/C units \$50.00 each

Estimated Value of HVAC Project: \$ _____

Property Owner:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor License # _____

Building Inspector Approval: _____ **Date:** _____ **Fees:** _____



City of Lake Geneva
 Building and Zoning
 626 Geneva Street
 Lake Geneva, WI 53147

Permit Number _____
 City use only

ONE & TWO FAMILY PLUMBING PERMIT APPLICATION

I (We), the undersigned do hereby submit an application for a permit for the property:

Located at:

Address: _____

Tax ID / Parcel Number(s): _____

Principal Structure

- New
- Addition
- Alteration

Accessory Structure

- New
- Addition
- Alteration

- # Water Closets / Bidets _____
- # Kitchen Sinks _____
- # Laundry Sinks _____
- # Hose Bibs _____
- # Sewer Ejector Pit _____
- # Sewer Lateral _____ ft

- # Showers / Tubs _____
- # Dishwashers _____
- # Clothes Washers _____
- # Water Heaters _____
- # Lawn Sprinkler (AVB) _____
- # Water Lateral _____ ft

- # Vanity Sinks _____
- # Garbage Disposals _____
- # Floor / Site Drains _____
- # Water Softeners _____
- # Future Stubs _____
- # Storm Lateral _____ ft

Total # of Fixtures _____

Fees: \$12.00/fixture, \$50.00 Minimum, Laterals \$50.00 each

Estimated Value of Plumbing Project: \$ _____

Property Owner:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor License # _____

Building Inspector Approval: _____ **Date:** _____ **Fees:** _____



City of Lake Geneva
 Building and Zoning
 626 Geneva Street
 Lake Geneva, WI 53147

Permit Number _____
 City use only

ONE & TWO FAMILY PLUMBING PERMIT APPLICATION

I (We), the undersigned do hereby submit an application for a permit for the property:

Located at:

Address: _____

Tax ID / Parcel Number(s): _____

Principal Structure

- New
- Addition
- Alteration

Accessory Structure

- New
- Addition
- Alteration

- # Water Closets / Bidets _____
- # Kitchen Sinks _____
- # Laundry Sinks _____
- # Hose Bibs _____
- # Sewer Ejector Pit _____
- # Sewer Lateral _____ ft

- # Showers / Tubs _____
- # Dishwashers _____
- # Clothes Washers _____
- # Water Heaters _____
- # Lawn Sprinkler (AVB) _____
- # Water Lateral _____ ft

- # Vanity Sinks _____
- # Garbage Disposals _____
- # Floor / Site Drains _____
- # Water Softeners _____
- # Future Stubs _____
- # Storm Lateral _____ ft

Total # of Fixtures _____

Fees: \$12.00/fixture, \$50.00 Minimum, Laterals \$50.00 each

Estimated Value of Plumbing Project: \$ _____

Property Owner:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor:

Company: _____
 Print Name: _____
 Signature: _____
 Address: _____

 City State Zip
 Phone: () _____

Contractor License # _____

Building Inspector Approval: _____ **Date:** _____ **Fees:** _____



City of Lake Geneva
 Building and Zoning
 626 Geneva Street
 Lake Geneva, WI 53147

Permit Number _____
 City use only

ZONING PERMIT APPLICATION

Property located at:

Address: _____
 Tenant Space _____

Tax ID / Parcel Number(s): _____

Owner _____
 Address _____
 Telephone _____

Applicant _____
 Address _____
 Telephone _____

TO THE ZONING ADMINISTRATOR: The undersigned hereby applies for a permit to do work herein described and located as shown on this application. The undersigned agrees that all work done will be in accordance with the zoning ordinance and all other ordinances of the **City of Lake Geneva** and with all laws of the State of Wisconsin, applicable to said premises. I expressly grant the zoning administrator, or the zoning administrator's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Signed _____ Agent/ Owner

Work consists of: (check)

- | | | | | |
|--|--|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Deck | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Fence | <input type="checkbox"/> Sign | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Tree Cutting | <input type="checkbox"/> Other _____ | |

Site Development Plan: The site development plan shall be submitted as a part of the permit application and should contain the following information drawn to scale:

- Provide survey showing dimensions and area of the lot,
- Location of all existing and proposed structures with distances measured from the lot lines,
- Location of the ordinary high watermark or any abutting navigable waterways, boundaries of all wetlands, floodplains and floodways,
- Existing and proposed topographic and drainage features and vegetative cover,
- Location of existing or future access roads or driveways,
- Description of the type of structure; existing and proposed operation or use of the structure or site

Estimated Cost of Proposed Site Improvements \$ _____

Fees: _____

Conditionally Approved (date) _____

Signed _____

Zoning Administrator



CITY OF LAKE GENEVA

IMPACT FEES PAYMENT FORM

Date: _____

Permit No. _____
(Utility Commission Use Only)

Property Owner: _____ Phone #: _____

Mailing Address: _____
Street _____
City, State and Zip Code _____

(Parcel/Tax Key #)

(Parcel Address)

Impact Fee Area: Old New

REU _____ Meter Size _____ Meter Size _____

Residential _____ Commercial _____ Industrial _____

Applicant: _____ Phone: _____
(If different than owner) Name

Street

City, State and Zip Code

IMPACT FEES:

Park \$ _____

Sewer \$ _____

Water \$ _____

Water/Sewer Total \$ _____

Park \$ _____

Total Amt Due \$ _____

Signature of Applicant _____ Phone No. _____

Payment Rec'd by _____ Receipt No. _____

Copy: Applicant

Bldg Insp

Utility Dir