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

EXISTING ONE & TWO FAMILY PERMIT REQUIREMENTS FOR ADDITIONS AND ALTERATIONS

- **Permit application fully filled out with certification numbers, addresses, and telephone number**
- **HVAC permit application filled out if applicable (can be submitted separately if not owner)**
- **Electrical permit application filled out if applicable (can be submitted separately if not owner)**
- **Plumbing permit application filled out if applicable (can be submitted separately if not owner)**
- **Zoning permit application (additions only)**
- **2 copies of plans in scale**
- **2 copies of survey or site plan in scale showing addition and setbacks to property lines (additions only)**
- **Cautionary Statement signed by owner if applying as contractor**

NOTE: Permit <u>will not</u> 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.

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

Permit Number_____
City use only

EXISTING ONE & TWO FAMILY PERMIT APPLICATION
(Additions, Alterations, & Accessory Structures)

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
- ☐ Addition
- ☐ Alteration
- ☐ Deck
- ☐ Re-Roof
- ☐ Siding

Accessory Structure
- ☐ New
- ☐ Addition
- ☐ Alteration
- ☐ Re-Roof
- ☐ Siding

Fees: Additions – Alterations $0.31/sqft, Accessory Structure > 120sqft $0.25/sqft, Decks $0.15/sqft Minimum $60.00

The following information is required for all projects:
Scope of work
(description):_____
_____

Construction project square footage: _____

Estimated Value of Construction Project (no mechanics): $_____

Two sets of plans required for Additions and Alterations for plan review.

Property Owner:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

Contractor:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

Contractor License #_____
Contractor Qualifier #_____

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

(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 standards, and will comply with those standards.

Owner's Signature: _____ Date:_____

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 $125.00 first unit, $60.00 each additional unit.**
Replacement Furnace / Boiler $60.00
Heat Pipe Extension $3/100 sq.ft., Minimum $60.00
Permanently installed wall unit $60.00 flat fee
A/C units $60.00 each

Estimated Value of HVAC Project: $_____

Property Owner:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

Contractor:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

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: $15.00/fixture, $60.00 Minimum, Laterals $60.00 each

Estimated Value of Plumbing Project: $_____

Property Owner:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

Contractor:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

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 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 **$100.00**
☐ Electric Sub-Panel _____Amp **$50.00**
☐ Generator **$75.00**
☐ Electric Wiring Extension / Rewiring _____ sq.ft. **$0.10/sq.ft., Minimum $60.00**
☐ Electric Pool, Hot Tub, Pond **$60.00**
☐ Temporary Electrical Service up to 200 Amp **$100.00**

Estimated Value of Electrical Project: $_____

Property Owner:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

Contractor:
Company: _____
Print Name: _____
Signature: _____
Address: _____
_____
City State Zip
Phone: __(____)_____
Email: _____

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: _____ Tax ID / Parcel Number(s): _____
Tenant Space _____

Owner _____
Address: _____
_____
Phone: _____
Email: _____

Applicant _____
Address: _____
_____
Phone: _____
Email: _____

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)

☐ New Building ☐ Addition ☐ Alteration ☐ Driveway ☐ Home Occupation
☐ Accessory Structure ☐ Swimming Pool ☐ Fence ☐ Sign
☐ Erosion Control ☐ Temporary Use ☐ Tree Cutting ☐ 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 $ _____

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