

NEW PERMIT PROCEDURE AND FORMS

The City of Lake Geneva is implementing a new procedure for applying for permits. As of **May 1, 2018** ALL permits will be issued through our Building & Zoning Department.

Please note the following:

Applications – the new permit application form and the checklist attached to this email MUST BOTH be completed and emailed to bzclerk@cityoflakegeneva.com

Payment - All permits are now \$50 (except ROW Occupancy and Sidewalk). A check for this amount made out to the City of Lake Geneva must be sent at the time of application OR you may pay online through the City's website.

Questions – you may call Building & Zoning at 262-249-4089 with any questions regarding your permit application.

Insurance – we require a current Certificate of Liability Insurance to either be on file with us OR be included with your application (this has not changed).

Timeline – permits will be issued in as timely a manner as possible but please allow ample time for your application to be reviewed.

Parking – if you will be working in metered parking stalls or parking your vehicles in metered parking stalls you will be required to pay the meter or have a parking permit (this has not changed).