



PERMIT INFORMATION SHEET

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Do I Need a Permit?

Below is an alphabetical reference guide to help you determine which projects require permits. The list also describes any additional requirements that may pertain to a specific project. The list is not all inclusive. If you are unsure or have questions about a proposed project call the Planning and Development office at (414) 847-2640.

List of Acronyms

DRB – Design Review Board

CDA – Community Development Authority

PC – Plan Commission

PROW – Public Right of Way

Project	Permits Required?	Additional Information
Additions to 1 or 2 Family Home	YES	Design Review Board (DRB) approval, Building, Plumbing and Electrical Permits (Plans Required)
Remodel/Alteration to 1 or 2 Family Home	Yes	Interior – Building, plumbing and electrical Exterior – depending on work could require DRB approval and building permit
Addition to Commercial Property	Yes	DRB approval, Building, Plumbing, Electric, HVAC State Plans Required
Air Conditioning Unit – new/replace	Yes	HVAC and Electrical Permit
Attic Alteration/Remodel	Yes	Various Permits – Building, Electrical, Plumbing, HVAC (Plans Required)
Basement Alteration/Remodel	Yes	Various Permits – Building, Electrical, Plumbing, HVAC (Plans Required)
Bathroom Remodel	Yes	Various Permits – Building, Plumbing, Electrical (Plans Required)
Bathtub/Shower insert, Mixing Valve	Yes	Plumbing Permit and Building Permit if walls are opened
Carriage Walk	Yes	Alter Permit, Special Privilege Permit if material is other than concrete (decorative)
Cellular Telephone Antenna and other transmitters	Yes	Antenna Permit, Electrical Permit and possibly Building Permit
Chimney – new	Yes	Building Permit
Chimney Liner	No	
Commercial – new construction, alteration, remodel	Yes	DRB approval and Building, Plumbing, Electric and HVAC Possible Plan Commission (PC) and Community Development Authority (CDA) State Plans Required
Commercial New Occupancy (new commercial space)	Yes	Business owners to meet with Planning and Zoning Administrator, Occupancy permit and possible various other permits such as building, plumbing, electrical and HVAC
Construction in Public Right of Way (PROW)	Yes	Alter Permit
Decks	Yes	Building Permit with survey attached, possibly DRB approval

Demolition	Yes	Building Permit and possibly Electrical and Plumbing Permits
Dishwasher /Disposal – new/replacement	Yes	Plumbing Permit
Downspout Disconnection	Yes	Building Permit – See Flyer
Drain Tile Repairs	Yes	Building Permit
Driveway	Yes	Building Permit with survey attached, Alter permit required if doing approach in PROW
Drywall Replacement	Yes	Any substantial opening of a wall requires a building permit. Contact the Planning and Development Department if the replacement is minimal.
Ductwork	Maybe	Depending on the extent of the ductwork it may require and HVAC permit
Dumpsters	Yes	In the PROW – Obstruct the PROW Permit On Private Property – Temporary Storage Unit and Dumpster on Private Property Permit
Electrical Work – Commercial	Yes	Electrical Permit, possibly State Approved Plans
Electrical Work – Residential **	Yes	All new, replacement or repair work requires permit **Some minor electrical repairs do not require an electrical permit contact the Planning and Development Dept. to verify the requirements.
Erosion Control	Yes	Contact Planning and Development Dept.
Fence – new/replacement	Yes	Building Permit with survey attached
Fire alarm or other signaling device	Yes	Electrical Permit
Fireplace	Yes	HVAC Permit and possibly Electrical Permit
Foundation Repairs (Wall Bracing)	Yes	Building Permit
Front steps/stoop	Yes	Building Permit
Furnace, Boiler, Heat Pump or other heating unit	Yes	HVAC Permit and Electrical Permit
Garage – new/addition	Yes	Building Permits are required for the razing as well as the building of a new garage, Electrical Permit for wiring of garage
Garbage Disposal	Yes	Plumbing and Electrical Permits
Insulation and Vapor Barriers	Maybe	Contact Planning and Development Dept.
New Business in Existing Commercial Space	Yes	Business owners to meet with Planning and Zoning Administrator, Occupancy permit and possible various other permits such as building, plumbing, electrical and HVAC
Patios	Yes	Building Permit with survey attached, DRB approval if in front or corner street side yard
Plumbing – Commercial	Yes	Plumbing Permit, possibly State approved plans
Plumbing – Residential	Yes	Homeowner may pull permit for a single family home if they live at the residence
Pool, Spa, Hot Tub etc.	Yes	Building and Electrical Permits
Public Way Use	Yes	Obstruct Permit
Repairs – general	Maybe	Contact Planning and Development Dept.
Retaining Walls	Maybe	Contact Planning and Development Dept.
Roof – Including rubberized, Flat and Buildup	Yes	Building Permit – Max. 2 layers
Sewer – Sanitary/Storm	Yes	Plumbing Permit, Alter Permit possibly
Siding – new/replacement	Yes	Building Permit
Shed or Other Accessory Outbuilding	Yes	Contact Planning and Development Dept.
Sidewalk – public/private	Private – Maybe Public – yes	Private – Contact Planning and Development Public – Alter permit

Sprinkler System	Yes	Plumbing Permit (backflow device)
Sprinkler System – Lawn Irrigation	Yes	Plumbing Permit (backflow device), Alter Permit and Special Privilege Permit (if installation of pipes in PROW)
Sump Pump/Sump Crock	Yes	Plumbing and Electrical Permit
Signs – Temporary or Permanent	Yes	Contact Planning and Zoning Administrator
Water Closet (Toilet)	Yes	Plumbing Permit