



# GENERAL PERMIT INFORMATION

## Welcome Home!

Obtaining proper permits ensures code compliances, safety of the work, and keeps you and your family protected... and it's easier than you might think!

The Village of Bayside contracts with SAFEbuilt Inc. to provide permit and inspection services. To contact SAFEbuilt Inc., please call (262) 420-4732 or email [Wlinspections@safebuilt.com](mailto:Wlinspections@safebuilt.com).

Homeowners may apply for a permit to do the same work themselves, if they occupy the property and the home is not being rented. A release and indemnification form is required when submitting your permit.

## When in Doubt, ASK!

When in doubt about whether your project will require a permit, please contact Village Hall at (414) 206-3915 prior to beginning the project.

If work begins before a required permit is issued, the permit fee doubles.

## Contractors & Permits

Either you or your contractor may obtain proper permits. Ultimately, the property owner is responsible for ensuring permits are obtained.

A written agreement between you and the contractor will ensure no misunderstandings about the work or contract terms.

## Benefits of Permits

**Protects property values:** Your home is typically your largest investment. If your project does not comply with building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

**Saves money:** Homeowners' insurance policies may not pay for damages caused by work done without a permit.

**Makes selling property easier:** Listing associations may require owners to disclose any home improvement or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell your home or building that has modifications without a permit, you may be required to tear work down, leave it unoccupied, or do costly repairs.

**Improves safety:** Your permit allows SAFEbuilt Inc. to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, inspections can reduce the risk of fire, structural collapse, and other issues that might result in costly repairs, injuries, and even death. Inspections act as a system of checks and balances resulting in a safer project.

**It's the law!** Permits are required by Municipal Code!



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## Permit FAQs

- The building inspector determines if a project meets Village Code. You may appeal rulings with the [Board of Zoning Appeals](#).
- Certain projects require prior approval of the [Architectural Review Committee](#).
- Work started before a permit is obtained will result in a double fee.
- Work must start within 180 days of permit issuance. Permit extensions available.
- Permits expire after two years.
- Dumpsters, bagsters, port-a-potties, and storage containers [require a permit](#).

## Requirements

When [obtaining a permit](#) with a licensed contractor, their license number is written on the permit.

Be cautious of working with contractors who state that no permits or inspections are needed for your project!

Permits can be [applied and paid for online](#).

When filling out the building permit, remember to include estimated cost, print and sign your name, date, provide copies of building plans, and submit payment.

Permits and fees are paid to the Village of Bayside. The Village sends the permit application to SAFEbuilt, Inc. who will mail the permit to the property where the work is being completed.

## Projects Not Requiring a Permit

### Interior:

- Installation or replacement of finished flooring. Sub-floor requires a permit.
- Installation of cabinetry and repairs which are deemed minor by the building inspector.
- Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers, and fixtures.
- Replacement of general use snap switches, dimmer and control switches, and lighting fixtures. All other electrical work must be done with a permit by a licensed electrician.

### Exterior:

- Replacement of siding.
- Repair, replacement of decking boards on porches, decks, and balconies.
- Decorative landscaping, tree planting and removal, seeding and sodding of lawn, patio pavers, or decorative edging on your property.
- Please contact Village Hall (414) 206- 3915 if the project will take place in the right of way.
- Replacement or modification of gutters and downspouts or addition of a rain barrel.
- Installation of a window air conditioner.
- Window replacement if under 25% change in size and placement.