



## When is a Permit Required?

### Bayside Building Permits and Inspections

Please be aware that many home improvement projects require building permits issued by the Village. The purpose is to ensure that the work has been done safely, properly and within code.

Please note this list is not all encompassing, it simply states some of the projects that require permits in Bayside. If you have any questions regarding this list, or would like to know if your proposed project needs a permit(s) or Architectural Review Committee approval, please contact Village Hall at (414)351-8811.

Bayside uses the Wisconsin Uniform Permit Application for all building, electrical, plumbing, and HVAC permits. This permit application is available online at [http://www.independentinspections.com/WI\\_Uniform\\_Permit\\_Fillable\\_.pdf](http://www.independentinspections.com/WI_Uniform_Permit_Fillable_.pdf) or at Village Hall.

It is the responsibility of the homeowner to ensure that proper permits have been issued. Any work done before a permit has been issued will result in a doubling of the permit fee, including the administrative cost, in accordance with municipal code. To verify a permit has been issued for your project, please view the Issued Permit Directory on the Village's Permits and Applications page at <http://wi-bayside3.civicplus.com/DocumentCenter/View/927>.

Please note that if work is completed without a permit number being issued, a penalty of twice the permit fee will apply. Failure to secure a permit for your project can also hinder the home selling process, as ensuring proper permits were issued is part of the Village's Code Compliance program.

If your project requires a building, electrical, HVAC, or plumbing permit, you will need to schedule an inspection upon completion of the project. If you have a permit number, you can schedule an inspection by contacting Independent Inspections at (800) 422-5220.

## Building Permits

Please note projects that alter the exterior of the home and/or property are subject to Architectural Review Committee (ARC) approval before a permit can be issued. Such projects are designated with an asterisk ( \* ). Again, this list is not all inclusive. Please contact Village Hall to see the requirements for your specific project.



- New building construction\*
- Additions\*
- Exterior remodels\*
- Accessory structures\*
  - Fences
  - Sheds
  - Gazebos
  - Greenhouses
  - Arbors and Pergolas
  - Play equipment (e.g., swing sets, jungle gyms) larger than ten feet by fifteen feet by fifteen feet in dimensions
- Roofs if changing aesthetically\*
- Exterior window or door replacements (only if changing size)\*
- Decks ( require ARC approval if new or if changing aesthetically)
- Foundation repair
- Interior remodeling
- Structural work

## Architectural Review Committee

The ARC meets generally meets the first and third Monday of each month, however please consult the Village calendar to verify. The committee will convene only if there are projects to review. Projects must be submitted at least two weeks in advance of the ARC meeting to make the agenda.

### What do I need to submit?

Applicants need to submit the following materials, along with a \$60 non-refundable application fee to be scheduled to appear before the committee:

- ARC application
- 2 sets of building plans

- 2 copies of survey/site plan if changing
- Photographs of project location
- Samples or brochures showing materials, colors, and designs
- Detailed list of all projects
- All drawings shall be made to scale

Additional materials may be required depending upon the project. Please visit the Village website or contact Village Hall with questions.

## Electrical Permits

**Please note electrical permits will only be issued to electricians with a current license through the State of Wisconsin.**

- Connections
- Alterations/remodels
- Installation and/or replacement of electrical wire for light, heat, or power
- Any hard wired appliances
- Wire relocating

## Plumbing Permits

**Please note plumbing permits will only be issued to plumbers with a current license through the State of Wisconsin.**

- Sump pumps
- Sinks, toilets, and bathtubs
- Dishwashers
- Private lateral hookup
- Water filters
- Water softeners
- Water heaters
- Garbage disposals
- Well abandonment

## HVAC Permits

**Please note HVAC permits will only be issued to contractors With a current license through the State of Wisconsin.**

- Furnaces
- Air conditioners



- Fireplaces
- Air handler
- Duct work