

DEPARTMENT OF CODE ADMINISTRATION
 2456 Glendale Avenue, Green Bay, WI 54313
 (Office) 920-434-4640 (FAX) 920-434-4643



PERMIT APPLICATION

gklinka@villageofhoward.com

PLEASE COMPLETE ALL APPLICABLE SECTIONS

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

LOCATION	JOB SITE ADDRESS (Street Number and Name)		LOT #	SUBDIVISION		
PROPERTY OWNER	PROPERTY OWNER'S FULL NAME					DAYTIME PHONE #
	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)					
PERMIT APPLICANT	PERMIT APPLICANT'S COMPANY NAME		PERMIT APPLICANT'S FULL NAME (First, Middle Initial, Last)		DAYTIME PHONE #	
	PERMIT APPLICANT'S MAILING ADDRESS (Include Zip Code)			FAX #	ALTERNATE OR CELL PHONE #	
BUILDING CONTRACTOR	BUILDING CONTRACTOR'S COMPANY NAME		BUILDING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		DAYTIME PHONE #	
	BUILDING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			WI DWELLING CONTRACTOR QUALIFIER #	WI DWELLING CONTRACTOR #	
ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR'S COMPANY NAME		ELECTRICAL CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI ELECTRICAL CREDENTIAL #	
	ELECTRICAL CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			DAYTIME PHONE #		
PLUMBING CONTRACTOR	PLUMBING CONTRACTOR'S COMPANY NAME		PLUMBING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI PLUMBING CREDENTIAL #	
	PLUMBING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			DAYTIME PHONE #		
HVAC CONTRACTOR	HVAC CONTRACTOR'S COMPANY NAME		HVAC CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI HVAC CREDENTIAL #	
	HVAC CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			DAYTIME PHONE #		
SEWER CONTRACTOR	SEWER CONTRACTOR'S COMPANY NAME		SEWER CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI PLUMBING CREDENTIAL #	
	SEWER CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			DAYTIME PHONE #		
OTHER CONTRACTOR	OTHER CONTRACTOR'S COMPANY NAME		OTHER CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI CREDENTIAL #	
	OTHER CONTRACTOR'S MAILING ADDRESS (Include Zip Code)			DAYTIME PHONE #		
PROJECT (CHECK ONE)	<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION/REMODELING <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVING <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER _____					
BLDG TYPE (CHECK ONE)	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL/INDUSTRIAL <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> OTHER _____					
WORK TYPE (CHECK ALL PROPOSED WORK)	<input type="checkbox"/> BUILDING CONSTRUCTION <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> HEATING/VENTILATING/AIR CONDITIONING <input type="checkbox"/> OTHER _____					
EST COST (LABOR AND MATERIALS)	BUILDING CONSTRUCTION (\$)	ELECTRICAL (\$)	PLUMBING (\$)	HVAC (\$)	OTHER (\$)	TOTAL ESTIMATED COST (\$)
JOB DESCRIPTION (DESCRIBE ALL PROPOSED WORK)	Your e-mail: _____					
BUILDING FEATURES (COMPLETE THIS SECTION FOR NEW BUILDINGS AND ADDITIONS ONLY)	CONSTRUCTION TYPE (Site Constructed or Manufactured)		BASEMENT? (Yes or No)	# OF STORIES (Above Basement)	FOUNDATION TYPE (Poured Concrete, Masonry Block, Treated Wood, Etc.)	
	ELECTRICAL SERVICE SIZE (Amperes)		ELECTRICAL SERVICE LOCATION (Overhead or Underground)		BUILDING USE (Permanent or Seasonal)	
	HVAC EQUIPMENT (Forced Air, Radiant, Heat Pump, Boiler, Etc.)		HVAC FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Solid Fuel, Solar, Etc.)		WATER HEATING FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Etc.)	
	CENTRAL AIR CONDITIONING? (Yes or No)		SEWER TYPE (Municipal or Private)		WATER SUPPLY (Municipal Utility or Private Well)	
SIGNATURE	<input type="text"/> ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED)			APPLICATION DATE	CONSTRUCTION START DATE	

BY INITIATING THE BOX ABOVE, THE PERMIT APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT. (2) THE PERMIT APPLICANT UNDERSTANDS THAT THE ISSUANCE OF A PERMIT CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES. (3) IN THE PERFORMANCE OF ALL WORK COVERED, THE PERMIT APPLICANT WILL BE BOUNDED BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF HOWARD, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.

Informational notice

[Sec. 50-1260.](#) - Temporary promotional signs.

Business establishments shall be permitted to display one temporary promotional sign, banner, placard, flag, emblem, pennant or similar device not exceeding 50 square feet in area, for a total of eight weeks per calendar year per business, to advertise, identify, promote or direct attention to goods, products, services or activities available or offered on the premises where the sign is installed or displayed. Promotional signs shall be subject to the sign permit regulations set forth in section 50-1265 but in no case shall a permit for a promotional sign be issued for a time period less than one week in length. Promotional signs shall be located entirely on the property to which they pertain and shall comply with all other applicable regulations set forth in this article. For the purposes of this division, promotional signs may be permitted in addition to the permanent signs allowed in division 5 of this article.

Fees: The fee for a promotional sign permit shall be \$25.00, except such fee shall be doubled to \$50.00 in the event such sign is displayed prior to a permit being issued or during a non-approved time period.