

**DEPARTMENT OF CODE ADMINISTRATION**  
 2456 Glendale Avenue, Green Bay, WI 54313  
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 gklinka@villageofhoward.com



# PERMIT APPLICATION

PLEASE COMPLETE ALL APPLICABLE SECTIONS

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

<b>LOCATION</b>	JOB SITE ADDRESS (Street Number and Name)		LOT #	SUBDIVISION		
<b>PROPERTY OWNER</b>	PROPERTY OWNER'S FULL NAME					DAYTIME PHONE #
	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)					
<b>PERMIT APPLICANT</b>	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 #	
<b>BUILDING CONTRACTOR</b>	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 #	
<b>ELECTRICAL CONTRACTOR</b>	ELECTRICAL CONTRACTOR'S COMPANY NAME		ELECTRICAL CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI ELECTRICAL CREDENTIAL #	
	ELECTRICAL CONTRACTOR'S MAILING ADDRESS (Include Zip C				DAYTIME PHONE #	
<b>PLUMBING CONTRACTOR</b>	PLUMBING CONTRACTOR'S COMPANY NAME		PLUMBING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		WI PLUMBING CREDENTIAL #	
	PLUMBING CONTRACTOR'S MAILING ADDRESS (Include Zip Cod				DAYTIME PHONE #	
<b>HVAC CONTRACTOR</b>	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 #	
<b>SEWER CONTRACTOR</b>	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 #	
<b>OTHER CONTRACTOR</b>	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 #	
<b>PROJECT</b> (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 _____					
<b>BLDG TYPE</b> (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 _____					
<b>WORK TYPE</b> (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 _____					
<b>EST COST</b> (LABOR AND MATERIALS)	BUILDING CONSTRUCTION (\$)	ELECTRICAL (\$)	PLUMBING (\$)	HVAC(\$)	OTHER (\$)	TOTAL ESTIMATED COST (\$)
<b>JOB DESCRIPTION</b> (DESCRIBE ALL PROPOSED WORK)						
<b>BUILDING FEATURES</b> (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)	
<b>SIGNATURE</b>	<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.						

Village of Howard

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

**Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

# VILLAGE OF HOWARD

Department of Code Administration

## INFORMATION FOR BUILDING PERMIT APPLICANTS

**THE ITEMS LISTED BELOW SHALL BE SUBMITTED TO THE DEPARTMENT OF CODE ADMINISTRATION FOR REVIEW AND APPROVAL PRIOR TO PERMIT ISSUANCE:**

- ( ) **PERMIT APPLICATION** for all projects. The application shall be completed, signed and dated by the contractor responsible for the proposed work. Incomplete applications will not be accepted.
- ( ) **ONE COMPLETE SET OF BUILDING PLANS** for all new buildings and all additions or alterations to existing buildings including use changes. Required drawings shall include floor plans for each floor level and basement (foundation plan), exterior elevations of all sides of the building, a typical wall section or building section, and other details and calculations as required by the plan reviewer. Plans shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with applicable codes and regulations. The requirement for filing of plans may be waived for smaller projects if the character of the work is sufficiently described on the permit application.
- ( ) **RECORDED CERTIFIED SURVEY MAP OR PLAT** of the subject lot or parcel of land for all new buildings, all additions or structural alterations to existing buildings, and all other "development " as defined in Section 17.02 of the Howard Municipal Code (unless such recorded survey or plat is on file with the Department of Code Administration).
- ( ) **SITE PLAN OR PLOT PLAN** for all new buildings and all additions or alterations to existing buildings including use changes. The plan shall be legible, drawn to scale, fully dimensioned and shall accurately show the location of all buildings, structures, streets, property lines, wells, septic systems, power lines, easements, etc. Additionally, the total accumulated horizontal impervious surface area (building roofs and roof overhangs, driveways and driveway aprons, sidewalks, parking lots, paved areas, patio slabs, and all other surfaces impervious to the penetration of storm water) must be clearly shown somewhere on the site plan.
- ( ) **EROSION CONTROL PLAN** for all new buildings and additions to existing buildings. The plan shall be legible, drawn to scale, and shall accurately show site topography, water courses, soil types, vegetative cover and all proposed erosion control measures. The plan shall be designed to comply with the provisions of Chapter 22 of the Howard Municipal Code entitled "Construction Site Erosion Control."
- ( ) **ENERGY CALCULATIONS** for all new single family and two family dwellings. Calculations shall be submitted on a State of Wisconsin approved "Energy Worksheet" and sufficient information shall be provided to determine compliance with applicable energy codes. Incomplete calculations, non-approved forms, or forms with missing information will not be accepted.
- ( ) **WATER CALCULATIONS** for new buildings and alterations to existing buildings where a new connection will be made to the Village of Howard municipal water system. Water distribution sizing calculations shall be submitted on an approved "*Water Calculation Worksheet*" and shall comply with the requirements set forth in COMM 82.40(7) of the State of Wisconsin Plumbing Code.
- ( ) **DRIVEWAY DESIGN APPROVAL** from the Department of Public Works for all new and reconstructed driveways.
- ( ) **STATE OF WISCONSIN, COMM APPROVED PLANS** for all public buildings and places of employment. Plans for all new buildings and additions, alterations, or change of use of existing buildings shall be approved, stamped, signed and dated by the State plan examiner unless specifically exempted in COMM 50.21. Contact COMM, Safety & Buildings Division @ (715)524-3629 for more information.
- ( ) **SANITARY PERMIT OR APPROVAL** from the Brown County Zoning Department for all new buildings and all additions or alterations to existing buildings requiring connection to a private on-site sewage disposal system. Contact the Brown County Zoning Department @ (920)448-4490 for more information.
- ( ) **FLOODPROOFING DESIGN** for all new buildings and all additions or alterations to existing buildings located in a regulatory floodplain district. The design shall be prepared by a registered professional engineer or architect and shall include a certification verifying that the floodproofing standards contained in the Village of Howard, Floodplain and Shoreland Wetland Zoning Code are incorporated into the building plans and specifications.

**PERMIT APPLICATIONS WILL BE PROCESSED ONLY UPON RECEIPT OF ALL REQUIRED SUBMITTALS. PLANS AND DATA SUBMITTED WILL BE REVIEWED TO DETERMINE SUBSTANTIAL COMPLIANCE WITH VILLAGE AND STATE CODES. APPLICANTS WILL BE NOTIFIED WHEN DEPARTMENT REVIEW IS COMPLETE AND PERMITS ARE READY TO BE ISSUED. PERMITS MAY BE PICKED UP AT THE VILLAGE HALL DURING NORMAL BUSINESS HOURS UPON PAYMENT OF REQUIRED FEES. QUESTIONS MAY BE DIRECTED TO THE DEPARTMENT OF CODE ADMINISTRATION @ (920)434-4640.**

**NO BUILDING CONSTRUCTION OR EARTH DISTURBING ACTIVITY SHALL TAKE PLACE UNTIL REQUIRED FEES ARE PAID, THE BUILDING PERMIT IS ISSUED, AND THE PERMIT PLACARD IS POSTED ON THE JOB SITE. PERMIT FEES MAY BE DOUBLED AND/OR OTHER PENALTIES IMPOSED IF REQUIRED PERMITS ARE NOT OBTAINED PRIOR TO COMMENCING WORK.**

# **VILLAGE OF HOWARD**

## **Department of Code Administration**

# **PERMIT FEE SCHEDULE**

### **BUILDING GROUPS - NEW CONSTRUCTION AND ADDITIONS**

**Group I** - Residential buildings in which families or households live, rooming houses and residential accessory buildings (this group does not include hotels, motels or institutional buildings).

**Group II** - Non-residential warehouses, storage buildings and similar type occupancies (this group includes buildings used exclusively for warehousing, storage or similar purposes).

**Group III** - All other buildings not classified as Group I or Group II.

### **PERMIT FEES FOR NEW CONSTRUCTION AND ADDITIONS**

#### **Building Permits**

Group I - \$.10/sq. ft. (except unfin. basements)  
 Group I - \$.05/sq. ft. (unfinished basements)  
 Group II - \$.05/sq. ft.  
 Group III - \$.12/sq. ft. (first 10,000 sq. ft.)  
               - \$.10/sq. ft. (next 10,000 sq. ft.)  
               - \$.08/sq. ft. (next 10,000 sq. ft.)  
               - \$.06/sq. ft. (over 30,000 sq. ft.)

#### **Electrical Permits**

Group I - \$.05/sq. ft. (except unfin. basements)  
 Group I - \$.025/sq. ft. (unfinished basements)  
 Group II - \$.04/sq. ft.  
 Group III - \$.07/sq. ft. (first 10,000 sq. ft.)  
               - \$.06/sq. ft. (next 10,000 sq. ft.)  
               - \$.05/sq. ft. (next 10,000 sq. ft.)  
               - \$.04/sq. ft. (over 30,000 sq. ft.)

#### **Plumbing Permits**

Group I - \$.05/sq. ft. (except unfin. basements)  
 Group I - \$.025/sq. ft. (unfinished basements)  
 Group II - \$.04/sq. ft.  
 Group III - \$.07/sq. ft. (first 10,000 sq. ft.)  
               - \$.06/sq. ft. (next 10,000 sq. ft.)  
               - \$.05/sq. ft. (next 10,000 sq. ft.)  
               - \$.04/sq. ft. (over 30,000 sq. ft.)

#### **Heating (HVAC) Permits**

Group I - \$.05/sq. ft. (except unfin. basements)  
 Group I - \$.025/sq. ft. (unfinished basements)  
 Group II - \$.04/sq. ft.  
 Group III - \$.07/sq. ft. (first 10,000 sq. ft.)  
               - \$.06/sq. ft. (next 10,000 sq. ft.)  
               - \$.05/sq. ft. (next 10,000 sq. ft.)  
               - \$.04/sq. ft. (over 30,000 sq. ft.)

### **PERMIT FEES - ALTERATIONS, REPAIRS AND REMODELING OF EXISTING BUILDINGS**

#### **Building Permits**

1.0% of Building Construction Cost

#### **Electrical Permits**

2.0% of Electrical Construction Cost

#### **Plumbing Permits**

2.0% of Plumbing Construction Cost

#### **HVAC Permits**

2.0% of HVAC Construction Cost

### **MISCELLANEOUS FEES**

Swimming Pools - \$50

Signs - \$5.00/sq. ft. of Sign Area

Driveway/Culvert - \$20

Demolition - \$50

Permit to Start Construction - \$50

Park Impact Fee - \$1225/Single-Family Dwelling Unit

Park Impact Fee - \$871/Multi-Family Dwelling Unit

Transportation Impact Fee - \$667/Single-Family Dwelling Unit

Transportation Impact Fee - \$474/Multi-Family Dwelling Unit

State UDC Permit Seal - \$35

Municipal Sanitary Sewer Connection - \$10

Municipal Storm Sewer Connection - \$10

Municipal Water Connection - \$10

Water Supply Capacity Charge – Per HMC 13.22

Well Operation Permit - \$35

Erosion Control, New Single Family & Duplex - \$100

Erosion Control, All Other - \$350 + \$30/Acre Disturbed

Delinquent Permits - Double Fee

Other Fees as Set Forth in the Howard Municipal Code

### **GENERAL NOTES**

- Areas included for fee calculation purposes include all floor levels, basements, garages, and enclosed spaces under roof.
- Construction costs include labor and materials.
- The minimum Building Permit fee is \$50. The minimum fee for all other permits is \$25.
- All fees are rounded to the nearest dollar