

# VILLAGE OF SISTER BAY

## INFORMATION NEEDED TO ISSUE PERMIT

### NEW HOMES:

Completed building application  
2 sets of building plans (plans should include elevation, cross section, foundation, floor plan showing room, window, door, hall, stairs sizes, brace wall plan per comm. 21.25)  
Site plan showing erosion control measures  
Copy of Village zoning permit  
Copy of sanitary permit  
Energy worksheets (heat / loss calculations)

### ADDITIONS, (Decks)

Completed building application  
Set of building plans (elevation, cross section, floor plan w/sizes)  
Copy of Village zoning permit

### REMODEL

Completed building application.  
Set of building plans showing remodeled area.

### FEE SCHEDULE ( see attached list)

Call inspector for exact fee calculations to avoid any delays

Leave a message for the building inspector with any questions. Primary inspector is Brett Guilette. You may call him on his Cell # (920)-495-3232.

All inspections request should be called in at 920 495-3232.

Completed applications, plans and fees can be mailed to:

Inspection Specialists 2231 County S Sturgeon Bay, WI 54235

Or you may call Brett to set up an appointment.

Checks are payable to the Village of Sister Bay.

# VILLAGE OF SISTER BAY

## **PERMITS REQUIRED FROM BUILDING INSPECTOR:**

- New 1 & 2 family dwellings
- Additions to 1 & 2 family dwellings
- Remodeling to 1 & 2 family dwellings (finishing a basement area is remodeling.)
- All new, additions, and remodel projects to commercial buildings that do not require state plans
- Any electrical wiring for new construction and remodeling.
- Any plumbing for new construction and remodeling.
- Any hvac for new construction and remodeling
- Any new or re-wired electrical service
- Decks
- Accessory buildings
- Agriculture buildings

## **NO PERMIT IS REQUIRED FOR:**

- Re-siding
- Finishing of interior surfaces. Kitchen Cabinets.
- Re-roofing unless work would create a 3<sup>rd</sup> layer of shingles. A permit is required accompanied with structural load-bearing calculations.
- Normal repair of plumbing, electrical, and Hvac equipment.
- Replacing windows or doors of the same size.
- Replacement of major building equipment including furnaces, central air conditioners, water heaters and any other major piece of equipment.