

PLUMBING PERMIT APPLICATION INSTRUCTIONS

A plumbing permit is needed when:

- existing fixtures are being relocated
- new fixtures are being added
- replacing hot water heater

A lateral permit is needed when:

- existing laterals are being replaced or repaired.
- existing laterals are being relocated or replaced in connection with an addition or remodeling project AND a separate contractor other than the interior plumbing contractor is used

New home construction and new commercial construction plumbing permits to include laterals. If separate interior and exterior plumbers being used, indicate each contractor on application form.

Who can take out a plumbing permit:

- if property is owner occupied (voting residence), the property owner can do the work and sign the permit
- in all other cases, a Master Plumber must sign the permit (get MP # and **verify license is current**)
- **EXCEPTION:** for larger projects such as new homes, new commercial, additions, finishing off of basements, etc., if a general contractor is involved, the general contractor can sign all permits, including the plumbing. One application form should include all permits being applied for.

Complete Wisconsin Uniform Building Permit application. [If project is being done in connection with a larger project, a separate application is not required (see EXCEPTION statement above.)]

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and Master Plumber License number
- **If Master Plumber is not on our list or if license has expired, obtain copy of current license**
- Current use of property/building
- Property address

- Description of project.

• Permit Fee:

- New Construction and Additions
 - Residential
 - \$35.00 plus .035 per sq. foot of area
 - Commercial
 - \$35.00 plus .04 per sq. foot of area
- Alterations, Remodeling and Repair
 - Residential
 - \$10.00 / fixture, Minimum Fee of \$50.00
 - Commercial
 - Administrative Fee: \$75.00
- Laterals
 - Residential
 - New home construction: plumbing permits to include laterals
 - Replacement, repair or relocation: \$50.00
 - Commercial
 - New commercial construction: plumbing permits to include laterals
 - Replacement, repair or relocation: \$75.00

Give permit application to Building Inspector for approval and signature.