ELECTRICAL PERMIT APPLICATION INSTRUCTIONS

An electrical permit is needed when:

- new wiring or outlets are added
- service is upgraded
- mobile home hooked up in mobile home park

Who can take out an electrical permit:

- A Master Electrician licensed by the City must sign the permit (only electrician holding the City license can sign, not employee of the company) (**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 electrical. Homeowner can not act as general contractor. 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 License number (**VERIFY**)
- **If Electrician is not on our list or if license has expired, electrician must obtain City license**
- Current use of property/building
- Property address

- Description of project.

- Permit Fee:
    - New Construction and Additions
        - Residential
            - Inspection fee: $35.00 + .035 per sq ft / $30 minimum
        - Commercial
            - Inspection fee: $35.00 + .04 per sq ft / $30 minimum
    - Alterations, Remodeling and Repair
        - Residential
            - < 10 outlets $30.00; all other services $50.00
        - Commercial
            - Administrative Fee: $75.00

Any work begun before a permit is secured, all fees are doubled.