



Zoning & Building Permit Application Instructions Remodel, Addition and Accessory Structure

Commercial

The Village of Windsor may require up to 10 business days to review all Zoning and Building Permit Applications once the application has been determined to be complete by the Director of Planning / Zoning Administrator.

The following items must be submitted for issuance of a Zoning and Building Permit (One Electronic Copy)

1. Complete Building Permit Application
 - General Building Permit Application
2. Complete Limited Site Plan Review Application (Review procedures in 52-101(3))
 - Project Summary
 - Site Plan (Per Sec. 52-101(3))
 - Phasing Plan (If applicable)
 - Landscape Plan
 - Architectural Floor Plans
 - Architectural Elevations
 - Grading Plan
 - Utility Plan
3. Payment of Building Permit Fees

The following items must be submitted prior to Final Inspection

1. Complete Footings and Foundation Inspection (If applicable)
2. Complete Trades Inspection (HVAC, electrical, and plumbing)
3. Complete Site Compliance Inspection

FOR INSPECTIONS CALL: _____		GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763				PERMIT # _____			
						EXPIRATION DATE: _____			
Parcel Number: _____		Property is Located in <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of _____				Municipality Number _____			
PROJECT DESCRIPTION (Submit Building Plans & Site Plan)						Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no			
Building Project Address: _____						Finished Project Value \$ _____			
Zoning District(s): _____		Zoning Permit No.: _____	Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no	Bldg. Height Ft. _____	Setbacks: _____	Front _____	Rear _____	Left _____	Right _____
Owner's Name(s) _____			Mailing Address _____			Telephone _____			
						Email _____			
Contractor Name & Type _____			Licen. / Cert # _____	Exp. Date _____	Mailing Address _____		Telephone & Email _____		
Construction Contractor							Tel. _____		
Dwelling Contractor Qualifier					The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		Email _____		
HVAC Contractor							Tel. _____		
							Email _____		
Electrical Contractor							Tel. _____		
							Email _____		
Master Electrician							Tel. _____		
							Email _____		
Plumbing Contractor							Tel. _____		
							Email _____		
RESIDENTIAL Single Family/Duplex	Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control								
	Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.								
	Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.								
	Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____								
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control								
	Commercial Addition/Alteration: _____ Building Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service (Amp____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze)								
	State of Wisconsin Plan Approval Needed: <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application)								
Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.									
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. I expressly grant the building inspector or the inspector's authorized agent permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.									
APPLICANT'S SIGNATURE _____						DATE SIGNED _____			
APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.									
BELOW SECTION FOR OFFICE USE ONLY									
FEES:			PERMIT(S) ISSUED			PERMIT ISSUED BY:			
Construction \$ _____			<input type="checkbox"/> Construction			Name _____			
Plumbing \$ _____			<input type="checkbox"/> HVAC			Date _____ Telephone _____			
Electrical \$ _____			<input type="checkbox"/> Electrical			Cert No. _____ Census Code _____			
HVAC \$ _____			<input type="checkbox"/> Plumbing						
Zoning \$ _____			<input type="checkbox"/> Erosion Control						
Other _____ \$ _____			<input type="checkbox"/> Other _____						
Administrative \$ _____									
Total Permit Fee \$ _____									