

## How to Use Fillable Permit Applications

1. Enter all requested information on the Permit Application form.
2. **Electrical, HVAC, and Plumbing Permits:** Print the form and mail with the permit fee indicated. Once processed, your permit can be returned to you either by e-mail or by regular mail. If you would like your permit returned by e-mail, be sure to provide your e-mail address.

**Building, Driveway, Fireplace and Sign Permits:** Print the form and submit with the required plans/information for your project. We will call you when your permit is processed and let you know the fee. Your permit can be picked up, and the fee paid, at our office.

**VILLAGE OF SUSSEX**  
 DEPARTMENT OF BUILDING INSPECTION  
 N64 W23760 Main Street, Sussex, WI 53089  
 (262) 246-5212 / Fax (262) 246-5222

**APPLICATION FOR  
 PERMIT TO REMOVE, ALTER OR INSTALL  
 DRIVEWAY OR CURB OPENING**

**Project Location** \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
**Owner** \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
**Contractor** \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Tax Key \_\_\_\_\_  
 Permit No. \_\_\_\_\_  
 Zoning Class. \_\_\_\_\_  
 Conforming \_\_\_\_\_  
 Non-Conforming \_\_\_\_\_

**DESCRIPTION OF PROJECT: CURB REPLACEMENT/DRIVEWAY**

- |                                      |                                      |                                   |
|--------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> New         | <input type="checkbox"/> Driveway    | <input type="checkbox"/> Asphalt  |
| <input type="checkbox"/> Repair      | <input type="checkbox"/> Approach    | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Parking Bay |                                   |
|                                      | <input type="checkbox"/> Flare       |                                   |

**Estimated Cost of Project: \$** \_\_\_\_\_

**NOTE: Owner must provide Inspection Department with a current survey showing the location and dimensions of driveway(s).**

*The UNDERSIGNED, as owner or agent of the owner, hereby agrees that all construction, alternative or installation of driveway/curb and gutter, as above described, will be done in accordance with the description set forth on this statement. The undersigned further agrees to perform all work in strict compliance with the ordinances of the Village of Sussex and to obey any and all lawful orders of the Building Inspection Department or authorized agent(s).*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**CONDITIONS OF APPROVAL:** *This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.*

- Meet the requirements of Zoning Code Section 17.0604 Driveways.
- Limit of one driveway opening per property.
- See attached approach detail for concrete or asphalt.
- Road must be kept free of construction material at all times; no staging of any material.
- Driveway to be minimum 3' from lot line.
- Locate lot lines prior to placement of any pavement.

**INSPECTION IS REQUIRED:**  After forms are set  Upon completion of driveway(s)  
 Call for inspection: (262) 246-5212

FEES	
TECHNOLOGY FEE (28.4)	\$ 5.00
CURB REPLACEMENT (28.3)	\$ 50.00
<b>TOTAL</b>	<b>\$ 55.00</b>
<b>ALL FEES ARE NON-REFUNDABLE</b>	

**APPLICATION APPROVED**

\_\_\_\_\_  
 Building Inspector

\_\_\_\_\_  
 Date

**DRIVEWAY INSPECTION**

_____ Remove and replace Curb:Gutter	_____ 5" thick pavement to ROW
_____ Remove curb:gutter to next joint if less than 5 feet away	_____ Driveway width at ROW Varies (10'-26')
_____ 2-#6 deformed 24" long tie bars	_____ Limestone TB Base
_____ Other: _____	
Inspected By: _____	Date: _____