

## 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, Sign Permits:** Print the form and submit with the required plans for your project. We will call you when your permit is processed and let you know the fee amount. You can then pick up your permit from 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 BUILDING PERMIT

Caution Statement

Project Location \_\_\_\_\_

Subdivision \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Tax Key \_\_\_\_\_

Permit No. \_\_\_\_\_

Zoning Class. \_\_\_\_\_

Conforming \_\_\_\_\_

Non-Conforming \_\_\_\_\_

Contractor Cert. # \_\_\_\_\_

Contractor Qualifier # \_\_\_\_\_

Phone \_\_\_\_\_

### DESCRIPTION OF PROJECT:

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

*Applicant agrees to comply with the Wisconsin Uniform Dwelling Code and other Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is accurate.*

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.*

**OTHER PERMITS REQUIRED:**  Plumbing  Electrical  HVAC (Application must be made before work commences.)  
 Occupancy (No use of above-described project is allowed until all final inspections are made.)

### FEES

Technology Fee	\$ _____
Building Permit	\$ _____
Plan Review	\$ _____
Occupancy Permit	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

### APPLICATION APPROVED

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

\_\_\_\_\_  
Date