

How to Use Fillable Permit Applications

1. Open the desired fillable Permit Application (Building, Driveway, Electrical, Plumbing, HVAC, Erosion Control or Sign) by selecting the appropriate form labeled "Fillable."
2. Enter all requested information on the Permit Application form.
3. **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.

**Application
Uniform Permit for
Heating, Ventilating & Air Conditioning
Village of Sussex**

Permit #:	Key #:
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N64 W23760 Main St., Sussex WI 53089 (262) 246-5212 Office (262) 246-5222 Fax

Owner's Information	
Name:	Address:
City, State, Zip:	Telephone: ()

Contractor's Information	
Contractor/Company Name:	Address:
Contact Name:	City, State, Zip:
Heating License Number:	Telephone #:

Project Information	
Project Location:	Subdivision Name:
Lot:	Block:
Description of the Project:	

Electrical Contractor:	Telephone #:
Electrical License Number:	Completion Date:
Estimated Cost of Job:	

	Make & Model of Furnace	BTUs	Make & Model of A/C	Tonnage
Unit #1				
Unit #2				

**C.F.C Handling shall be performed in accordance with ILHR 45, State Registration No. _____
 **Oil tank removal shall be performed in accordance with ILHR 10.
 **Proper asbestos abatement shall be performed in accordance with state and local regulations.

Schedule of Inspection Fees
 New Building, Replacement and Modifications of Heating and Air Conditioning Equipment and Miscellaneous Items

	Rate	Count	Fee
Gas, Oil or Alternative Fuel Furnace & Boiler: One & Two Family - 1 st 150,000 BTU.	\$		\$
Commercial - 1 st 150,000 BTU			
Ea. Add'l 50,000 BT U or fraction thereof . .			
Air Conditioning: One & Two Family – 1 st 3 tons			
Commercial - 1 st 3 tons			
Ea. Add'l 1 Ton or fraction thereof			
Fireplace and Wood Burning Stove			
Commercial/Industrial Exhaust Hoods and Exhaust Systems			
Heating & A/C Distribution Systems (Ductwork) – per 100 sq.ft. of Area Heated/Air			
Conditioned. This distribution system serves _____ sq. ft.			
Plan Exam Fee			
Re-inspection Fee			
Failure to Call for Inspection			
Double Fees will be charged if work is started before permit is issued.			
TOTAL PERMIT FEE			\$

The applicant agrees to comply with all municipal ordinances and with the conditions of this permit, understands that the issuance of the permit creates no legal liability, express or implied, of the department, municipality, agency or inspector, and certifies that all the above information is true and correct. Failure to comply may result in suspension or revocation of this permit or other penalties or forfeitures. Commercial and buildings housing over two families shall have State-approved heating plans with this application. Residential heating plans, heat loss calculations and specifications of the equipment to be installed in new buildings shall be submitted with this application. Final inspections are mandatory, please have permit number and addresses when requesting inspections. Give at least 24 hours notice. ***I understand that all fees are non-refundable.***

Signature of Applicant: _____ Date: _____
 Print Name: _____

Fees	Permit(s) Required	Municipal Agent
Inspection \$ _____	Building Permit # _____	Name: _____
Plan Exam _____	State Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Preliminary Fee _____	Date Approved: _____	Certification No.: _____
Balance Due _____		