

INFORMATION NEEDED FOR ROOF, SIDING, OR WINDOWS/DOORS PERMIT APPLICATION

ROOFING

Fill out and submit permit application, including the following information:

- Pitch of roof to be shingled
- Type of shingle and weight per square
- Number of layers when the roof is complete. **NOTE: Number of layers may not exceed two when complete**
- Supply additional code-required attic venting

SIDING

- Fill out and submit permit application. Include the type of siding to be used.
- Contact the local utilities regarding the removal of electric and outside water meters (i.e., Wisc. Electric. and Sussex Water Department.)
- Remember to replace your Village-issued address tiles.

NEW OR REPLACEMENT WINDOWS/DOORS

Fill out and submit permit application, including the following information:

- Indicate the number of windows/doors along with sizes and location.
- Indicate whether the replacement windows/doors are going into existing, same-size openings. If there is any alteration in the size of a window/door opening, or if there will be a new window/door opening, submit plans/drawings.
- Note: Windows to comply with natural light/ventilation and egress requirements.

Permit fee is \$9 per \$1,000 of construction value, with a minimum fee of \$55

Building permits are valid for one year, and work is to begin within 6 months of issuance of permit

**Sussex Building Inspection Department
Sussex Village Hall, N64 W23760 Main Street
Office Hours: M-F, 8 to 9:30 AM
(262) 246-5212**