

Information Sheet

100 West Grand Avenue – P.O. Box 307, Port Washington, Wisconsin 53074
Phone 262-268-4277 Fax 262-284-7669

Do I Need A Permit?

This quick reference guide will help you to determine if your project requires a building permit. It also will provide some answers to common questions as well links to information sheets and various codes. If you can't find an answer here **please call 262-268-4277**

Project	Permit Required?	Information... Call 268-4277
Addition to 1 or 2 family home	Yes	2 sets of plans drawn to scale and a new survey of lot placing addition.
Addition to commercial building	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.
Air conditioner	Yes	New & replacement also electrical permit required
Alterations to 1 or 2 family home	Yes	2 sets of plans drawn to scale
Alterations to commercial building	Yes	Plan Commission Approval maybe, 1 state approved and 1 extra set of plans drawn to scale
Asbestos abatement	Yes	
Attic alterations or conversion	Yes	<i>Check Attic Information Sheet.</i>
Banners	Yes	See sign code for further information
Basement alterations or conversions	Yes	<i>Check Basement Alterations Information Sheet</i>
Bathroom -- remodel	Yes	
Building cleaning (masonry building), tuckpointing	Probably Not	Call the Building Inspector before work is started.
Cell phone antenna	Yes	
Cement garage floor replacement	Yes	
Change of use in commercial building	Yes	Change of Occupancy permit required
Commercial Construction New, Addition or Alteration	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.

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Day care center	Yes	Needs occupancy permit
Deck	Yes	<i>Check Deck and Porch Information Sheet.</i> - Set of plans with a lumber list and a site plan placing deck.
Demolition – Building or Structure	Yes	This includes interior work such removing plaster, drywall, walls or any beams.
Dishwasher	Yes	Electrical permit
Door -- replacement 1 or 2 family home	Probably not	If replacement is same size and swing a permit is not required.
Door -- new or replacement (commercial building)	Yes	
Driveway	Yes	There are restrictions - Call 268-4277 (must be 3' from the lot line)
Driveway approach	Yes	Street Opening Permit required.
Electrical work -- All	Yes	All work requires a licensed master electrician.
Erosion control	Yes	New buildings require a permit, for other excavating or site grading - Call 268-4277
Fence -- new	Yes	<i>Need site plan - Check Fence Information Sheet</i>
Fence -- replace	Yes	Replacement must comply with current codes. <i>Check Fence Information Sheet</i>
Fireplace	Yes	Must be installed per manufacture specifications and state codes
Furnace	Yes	New and replacement
Garage -- addition	Yes	<i>1 set of plans and a new survey - Check Garage Information Sheet</i>
Garage -- demolish	Yes	
Garage -- new	Yes	<i>Check Garage Information Sheet – 1 set of plans and a new survey of lot placing new garage</i>
Garage -- replace	Yes	Replacement must comply with current codes. <i>Check Garage Information Sheet</i>
Handicapped ramp	Yes	<i>Check Deck and Porch Information Sheet.</i>
House (1 and 2 family) -- additions	Yes	2 sets of plans drawn to scale and a survey of lot.
House (1 and 2 family) -- new construction	Yes	2 sets of plans drawn to scale, a survey and heat loss calculations

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House -- demolish	Yes	See Demolition Packet.
Insulation	No	
Kitchen	Yes	Permits required for new cupboards also electrical and plumbing permits needed
Landscaping	Maybe	
Masonry building cleaning	No	
New business in existing building or space	yes	Change of Occupancy permit required for all new businesses.
New business in new building or space	Yes	Change of Occupancy permit required for all new businesses.
Occupation - Home	No	There are restrictions - Call 268-4277
Occupancy new building or tenant space	Yes	Change of Occupancy Permit.
Parking slab -- 1 or 2 family	Yes	Call 268-4277 for setback requirements. Must be 3' from the lot line.
Parking lot or slab -- commercial building or 3 or more residential units	Yes	Plan Commission Approval and 2 sets of plans.
Patio - cement	No	Must be a minimum of 3 feet from lot line.
Plumbing -- commercial project	Yes	State approved plans required if more than 11 fixtures
Plumbing -- multi-family home	Yes	State approved plans required if more than 11 fixtures
Plumbing -- single-family, owner-occupied home	Yes	Work can be done by owner if owner occupied . A new home requires a plumbing contractor.
Pool	Yes	
Public way -- use of	Yes	Requires Plan Commission approval
Repairs (Minor)	Maybe	To be determined by the Building Inspector
Retaining walls	Maybe	Call 268-4277 for requirements
Roof -- new (with new rafters, etc.)	Yes	
Roof -- replace shingles	Yes	Two layers of any type of roofing is maximum
Sewer – Sanitary or storm	Yes	

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Shed	Yes	150 sq. ft. maximum
Shingles -- replace	Yes	
Sidewalk on private property	No	Must be at least 3 feet from lot line
Sidewalk in front of home (City)	yes	Call 268-4277 for requirements – needs a right of way permit.
Sidewalk (City) --use of	No	Requires Plan Commission approval
Storage Tanks	Yes	Permit is required for the installation or removal of any flammable liquid storage tank
Siding, Trim (soffit & fascia)	Yes	
Signs	Yes	Plans must show face design
Stairs/steps	Yes	
Street Closing or Blocking	Yes	Department of Public Works Street Permit
Spa/Hot tub	Yes	
Swimming pool	Yes	
Tanks (Storage)	Yes	Permit is required for the installation or removal of any flammable liquid storage tank
Tower	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.
Hot Water Heater (replacement)	Yes	Plumbing permit required
Water meter Horn	Yes	
Water service - new	Yes	
Windows	Yes	New and replacement