

PROCEDURES FOR APPLYING FOR BUILDING PERMITS

Door County Inspections LLC – (920) 495-1863

NEEDED FOR NEW HOMES (Please list Tax Key Number on Permit Application)

- 1) 2 sets of Plans with cross sections, elevations, foundation, window & door schedule, wall brace plan, and signed "Conditions of Approval" form .
- 2) 1 copies of the Site Plan, with all details of building placement (show Erosion Control).
- 3) Copy of County Sanitary Permit.
- 4) Thermal Performance Sheets (Heat- Loss calculations).
- 5) Complete the State WI permit application(s) for building, HVAC, electrical & plumbing.
- 6) Building permit fee made payable to the appropriate municipality.
- 7) Include a copy of zoning permit from Door Co. Zoning Department or from municipality (Ephraim, Egg Harbor, Sturgeon Bay).
- 8) All permits must have the contractor's license numbers or a signed cautionary statement from the owner.
- 9) Act 211- Register Home on State Web Site – <https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>

NEEDED FOR ADDITIONS OF ANY TYPE

- 1) 2 sets of Plans with cross sections, elevations, foundation, window & door schedule, wall brace plan, and signed "Conditions of Approval" form.
- 2) 1 copies of the Site Plan, with all details of building placement (show Erosion Control).
- 3) Include a copy of zoning permit from Door Co. Zoning Department or from municipality (Ephraim, Egg Harbor, Sturgeon Bay).
- 4) Completed building permit application; electrical, plumbing and HVAC as required.
- 5) Building permit fee made payable to the appropriate municipality.
- 6) All permits must have the contractor's license numbers or a signed cautionary statement from the owner.

NEEDED FOR ACCESSORY BUILDING OF ANY TYPE

- 1) 2 sets of Plans with cross sections, elevations, foundation, window & door schedule and signed "Conditions of Approval" form.
- 2) 1 copies of the Site Plan, with all details of building placement (show Erosion Control).
- 3) Include a copy of zoning permit from Door Co. Zoning Department or from municipality (Ephraim, Egg Harbor, Sturgeon Bay).
- 4) Completed building permit application; electrical, plumbing and HVAC as required.
- 5) Building permit fee made payable to the appropriate municipality.
- 6) All permits must have the contractor's license numbers or a signed cautionary statement from the owner.

NEEDED FOR REMODELS OF ANY TYPE

- 1) 2 sets of plans, with complete details (before and after floor plan layout) and/or a scope of work to be performed.
- 2) Completed building permit application with estimated total cost of the project.
- 3) Remodels constituting a "gut" or major renovation will be treated as "new" construction (fees based on square footage).
- 4) May require a zoning permit from Door Co. Zoning or the appropriate municipality. Please confirm with zoning.
- 5) Building permit fee made payable to the appropriate municipality.
- 6) All permits must have the contractor's license numbers or a signed cautionary statement from the owner.

NEEDED FOR COMMERCIAL PROJECTS

- 1) Submit plans for commercial plan review as required per SPS 361.30.
- 2) After plan review and approval, provide a copy of state approved plans with letter and seal, where required.
- 2) 1 copies of the Site Plan, with all details of building placement (show Erosion Control, DNR approval over 1 acre).
- 3) Copy of Door Co. Zoning approval or per the appropriate municipality.
- 4) Thermal Performance Sheets (Heat-Loss calculations).
- 5) Complete permit application(s) for building, HVAC, electrical & plumbing.
- 6) Building permit fee made payable to the appropriate municipality.
- 7) Include a copy of zoning permit from Door Co. Zoning Department or from municipality (Ephraim, Egg Harbor, Sturgeon Bay).
- 8) All permits must have the contractor's license numbers listed as well as address and phone number.