



## Permit Information Sheet

5909 N. Milwaukee River Parkway Glendale, WI 53209  
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### Do I Need A Permit?

This quick alphabetical reference guide will help you determine if a permit is required for a specific project. It also describes any additional requirements for the submittal of various permits. If you are unsure if a permit is required, please call 414-228-1708.

*This list is not intended to be inclusive of all permit requirements.*

Project	Permit(s) Required?	Additional Information
Addition to 1 or 2 Family home	Yes	Prior ARB approval required. Contact Zoning Department at (414) 228-1704. Building permit required.
Alteration/Remodel of 1 or 2 Family home	Yes	Various permits required. Exterior alterations may require prior ARB approval.
Addition to Commercial/Industrial building	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704. Various permits required.
Commercial / Industrial - New Construction, Alteration or Remodel	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704. Various permits required.
Alternative Energy Systems – Solar, Wind, etc.	Yes	Various Permits Required. Contact Zoning Department at (414) 228-1704.
Air Conditioner – New or Replacement	Yes	HVAC and electrical permits required.
Asbestos Abatement	Yes	WI-DNR permit required.
Basement Alteration/Remodel	Yes	Various permits required.
Attic Alteration	Yes	Various permits required.
Bathroom Remodel	Probably	Call Inspection Department at (414) 228-1708.
Bathtub/Shower Tile work, Tub/Shower Insert or Faucet/Mixing Valve	Yes	Plumbing permit required at minimum.
CBRF, Adult Family Home, Group Home, etc.	Yes	Subject to Plan Commission review. Contact Zoning Department at (414) 228-1704. Various permits required. City and NSFD inspections are required.
Cellular Telephone Antenna & other Transmitters	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704.
Chimney – New or Repair	Yes	Building permit required.
Chimney – Liner	Yes	HVAC permit required.

<b>Project</b>	<b>Permit(s) Required?</b>	<b>Additional Information</b>
Commercial Building - New Occupancy or Change/Alteration of Use	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704. Various permits required. Contact Inspection Department at (414) 228-1711. Certificate of Compliance and Occupancy Certificate required PRIOR to occupancy.
Construction or placement of object(s) within City Right-Of-Way	Yes	Right-of-Way permit required. Contact Department of Public Works at (414) 228-1745.
<u>Day Care or Child Care Center (4+ children)</u> Commercial → Right column guidelines apply Home Based → Contact Inspection Department	Yes	Plan Commission or CDA approval required. City and NSFD inspections are required. State approvals, inspections and licensing may also apply.
Deck	Yes	Subject to zoning review. Building permit required with prior zoning approval.
Demolition – Any Structure	Yes	Building Demolition/Raze permit required.
Dishwasher – New or Replacement	Yes	Plumbing & Electrical permits required.
Door Replacement – Residential Interior/Exterior	Maybe	Permit is required if changing size of opening(s). NOTE: Minimum 20 minute fire-rated door and frame must be installed between house and attached garage.
Door Replacement – New or Replacement (Commercial Building)	Yes	Building permit required – ADA Compliance may apply.
Driveway – Asphalt or Concrete including culvers or approach.	Maybe	ROW permit required. Contact Dept. of Public Works at (414) 228-1745. Setback requirements may also apply.
Ductwork – Supply & Return, Grilles, Diffusers	Yes	HVAC permit required.
Electrical Work – New, Replacement or Repair	Yes	Electrical permit required. <i>*See note on page 4.</i>
Erosion Control and Grading	Yes	Contact Building Inspection Department at (414) 228-1708. Also subject to zoning review.
Fence – New or Replacement	Yes	Contact Zoning Department at (414) 228-1704. Building permit required.
Fill – Solid or Otherwise	Yes	Building & Erosion Control Permit required.
Fire Alarm or Other Signaling Device	Yes	Electrical Permit required – Contact North Shore Fire Department at 414-228-0246 for requirements.
Foundation Repair. (Includes Installation of beams, straightening, water proofing or drain tile replacement.)	Yes	Building permit required – Additional permits may be required for sump crock or sump pump are part of work.
Fireplace	Yes	HVAC Permit required – Other permits may be required.
Furnace, Boiler, Heat Pump, etc. or Alternative	Yes	HVAC & Electrical Permits required.
Garage – New or Addition	Yes	Subject to ARB review - Contact Zoning Department at (414) 228-1704. Building permit required.
Garbage Grinder/Disposal	Yes	Plumbing permit required. (Electric permit maybe)

<b>Project</b>	<b>Permit(s) Required?</b>	<b>Additional Information</b>
Handicap Access Ramps, Chair lifts, Elevators, etc - All Installations -	Yes	Building Permit required. May require ARB approval. Contact Zoning Department at (414) 228-1704.
Insulation and Vapor Barriers	Probably	Contact Building Inspection Department at (414) 228-1708.
Landscaping – Commercial Properties	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704. Various permits required.
New Business in Existing Building or Space	Yes	Various permits required. Contact Zoning Department at (414) 228-1704. Plan Commission or CDA approval required. City and NSFD inspections also required.
New Business in New Building or Space	Yes	Various permits required. Contact Zoning Department at (414) 228-1704. Plan Commission or CDA approval required. City and NSFD inspections also required.
Occupancy - Commercial Occupancy – Residential – Contact Inspection Department for additional requirements	Yes	Plan Commission or CDA approval required. Contact Zoning Department at (414) 228-1704. Various permits required. Certificate of Occupancy required. City and NSFD inspections are required.
Plumbing – Commercial / Industrial	Yes	State approved plans required if more than 16 fixtures.
Plumbing – Single Family Home New, Remodel, Repair...other than minor.	Yes	Plumbing permit required. Owner may install plumbing only if home is owner occupied.
Pool, Spa, Hot Tub, etc. – Interior or Exterior	Yes	Building and Electrical permits required. For exterior pools & spas contact Zoning Department at (414) 228-1704. Additional requirements may apply.
Public Way – Use of Roads or Alleys Includes moving of buildings over roadway or neighborhood picnic	Yes	Contact Department of Public Works at (414) 228-1745. Contact Police Department at (414) 228-1737. May also require Common Council approval.
Radon Abatement Systems	Probably	Electrical permit is likely required.
Repairs - General	Maybe	Contact Inspection Department at (414) 228-1708.
Retaining Walls	Maybe	Contact Zoning Department at (414) 228-1744.
Roofing – Replace with new shingles, etc. including overlays and tear-offs. Residential and Commercial	Yes	Building permit required – Maximum of two layers of any type roofing permitted.
Roof – New includes new rafters, decking, etc.	Yes	Building permit required. Prior ARB approval required if altering design of roof or façade.
Roofing – Rubberized, Flat, Built-up, etc. Residential and Commercial	Yes	Building permit required – Check with Inspection Department (414) 228-1708 prior to start. “Hot Work” permit from NSFD also required.
Sewer – Sanitary or Storm	Yes	Plumbing Permit required. Right-Of-Way permit required if within city ROW area. Contact Department of Public Works at (414) 228-1745.

Project	Permit(s) Required?	Additional Information
Siding – New or Replacement	Yes	Building permit required.
Shed or Other Accessory Outbuilding	Yes	Building permit required. Contact Zoning Department at (414) 228-1704.
Sidewalk – Replace or Repair - Public or Private Includes Handicap Accessibility Ramps	Private – Maybe Public - Yes	<b>Private</b> - Contact Zoning Department at (414) 228-1744 for setback requirements from adjacent properties. <b>Public</b> – Right-Of-Way permit required. Contact Department of Public Works at (414) 228-1745.
Suppression System (Fire sprinklers) for Commercial properties. (Includes kitchen exhaust hood systems.)	Yes	Contact North Shore Fire Department at (414) 228-1388.
Sump Pump and/or Sump Crock	Yes	Plumbing permit required. Electric permit maybe req'd.
Signs – Temporary & Permanent	Yes	Sign permit required. Contact Zoning Department at (414) 228-1744.

**Other Important Information...**

- Permit Fees are based on schedule indicated on each permit plus additional 40% administration fee.
- Permits are available at City Services Building or online at: <http://www.glendale-wi.org/glendale-forms.cfm>
- **PERMITS MUST BE OBTAINED BEFORE STARTING ANY WORK or double fees will be charged. Except in cases of emergency for which permit must be obtained the next business day.**
- **Failure to obtain proper permit: First Offence: \$100.00, Second Offence: \$200.00, Third and consecutive Offences: \$350.00. Habitual offenders may be denied permits at the City's discretion.**
- Fees shall be rounded up to the next full dollar amount.
- **NO Refunds. Once a permit has been processed, said fees shall not be refundable regardless of whether the permit issued is used.**
- Inspections will be conducted within 72 hours of inspection request.
- **Failure to call for Inspection: First Offence: \$50.00, Second Offence: \$100.00, Third and Consecutive Offences: \$150.00. Fees shall be paid prior to any inspection. Habitual offenders may be denied permits at the City's discretion.**
- **One and Two Family Contractors must provide State issued certification for Dwelling Contractor and Dwelling Contractor Qualifier. We cannot issue one or two-family permits to a contractor who does not hold the proper credentials.**
- **\*Electrical permits can only be issued to Master Electricians with Electrical Contractor Certification issued by the WI DSPS (Exception: Licensed contractors replacing a qualifying appliance).**

**ARB** = Architectural Review Board, **CPC** = City Plan Commission, **CDA** = Community Development Authority, **DSPS** = Wisconsin Department of Safety and Professional Services, **ADA** = Americans with Disabilities Act, **ROW** = Right-Of-Way Permit, **NSFD** = North Shore Fire Department