



Permit Information Sheet

5909 N. Milwaukee River Parkway, Glendale, WI 53209

Inspections

Ph: (414) 228-1708

Email: inspections@glendalewi.gov

Zoning

Ph: (414) 228-1770

Email: zoning@glendalewi.gov

Do I Need A Permit?

This quick alphabetical reference guide will help you determine if a permit and zoning approval is required for a specific project. It also describes any additional requirements for the submittal of various permits. If unsure contact inspections for permits and zoning for PARC approval.

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

| Project | Permit(s) Required? | Zoning Approval Required? | Additional Information |
|---|---------------------|---------------------------|--|
| Addition to 1 or 2 Family home | Yes | Yes | PARC approval required only for some additions. |
| Alteration/Remodel of 1 or 2 Family home | Yes | Yes | Various permits required. Exterior alterations may require prior PARC approval. |
| Addition to Commercial/Industrial building | Yes | Yes | Various permits required. |
| Commercial / Industrial - New Construction, Alteration or Remodel | Yes | Yes | Various permits required. |
| Alternative Energy Systems – Solar, Wind, etc. | Yes | Yes | Various Permits Required. |
| Air Conditioner – New or Replacement | Yes | No | HVAC and electrical permits required. |
| Asbestos Abatement | Yes | No | WI-DNR permit required. |
| Basement Alteration/Remodel | Yes | No | Various permits required. |
| Attic Alteration | Yes | No | Various permits required. |
| Bathroom Remodel | Maybe | No | Call Inspection Department at (414) 228-1708. |
| Bathtub/Shower Tile work, Tub/Shower Insert or Faucet/Mixing Valve | Yes | No | Plumbing permit required at minimum. |
| CBRF, Adult Family Home, Group Home, etc. | Yes | Yes | Various permits required. City and NSFD inspections are required. |
| Cellular Telephone Antenna & other Transmitters | Yes | Yes | |
| Chimney – New or Repair/Rebuild | Yes | No | Building permit required. |
| Chimney – Liner | Yes | No | HVAC permit required. |
| Commercial Building - New Occupancy or Change/Alteration of Use | Yes | Yes | Various permits required. 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) 228-1710. |
| Day Care or Child Care Center (4+ children) Commercial > Right column guidelines apply Home Based > Contact Inspection Department | Yes | Yes | City and NSFD inspections are required. State approvals, inspections and licensing may also apply. |
| Deck | Yes | Yes | Subject to zoning review. Building permit required with prior zoning approval. |
| Demolition – Any Structure | Yes | No | Building Demolition/Raze permit required. |
| Dishwasher – New or Replacement | Yes | No | Plumbing & Electrical permits required. Permit is required if changing size of opening(s). |

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| Door Replacement – Residential Interior/Exterior | Maybe | No | Call Inspection Department at (414) 228-1708. 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 | No | Building permit required – ADA Compliance may apply. |
| Driveway – Asphalt or Concrete including culvers or approach. | Maybe | No | ROW permit required. Contact Dept. of Public Works at (414) 228-1710. Setback requirements may also apply. |
| Ductwork – Supply & Return, Grilles, Diffusers | Yes | No | HVAC permit required. |
| Electrical Work – New, Replacement or Repair | Yes | No | Electrical permit required. |
| Erosion Control and Grading | Yes | Yes | |
| Fence – New or Replacement | Yes | Yes | |
| Fill – Solid or Otherwise | Yes | Maybe | Contact Zoning at 414-228-1770. |
| Fire Alarm or Other Signaling Device | Yes | No | Contact North Shore Fire Department at 414-228-0246. |
| Foundation Repair. (Includes Installation of beams, straightening, water proofing or drain tile replacement.) | Yes | No | Building permit required – Additional permits may be required for sump crock or sump pump are part of work. |
| Fireplace | Yes | No | HVAC Permit required – Other permits may be required. |
| Furnace, Boiler, Heat Pump, etc. or Alternative | Yes | No | HVAC & Electrical Permits required. |
| Garage – New or Addition | Yes | Yes | May need PARC approval |
| Garage Grinder/Disposal | Yes | No | Plumbing permit required. (Electric permit maybe) |
| Handicap Access Ramps, Chair lifts, Elevators, etc | Yes | Maybe | May require PARC approval. |
| - All Installations - | | | |
| Insulation and Vapor Barriers | Probably | No | Contact Building Inspection Department at (414) 228-1708. |
| Landscaping – Commercial Properties | Yes | Yes | Requires PARC approval. Various permits required. |
| New Business in Existing Building or Space | Yes | Yes | PARC approval required. City and NSFD inspections also required. Various permits required. |
| New Business in New Building or Space | Yes | Yes | PARC approval required. City and NSFD inspections also required. Various permits required. |
| Occupancy - Commercial | | | |
| Occupancy – Residential – Contact Inspection Department for additional requirements | Yes | Yes | PARC approval required. Various permits required. City and NSFD inspections are required. |
| Plumbing – Commercial / Industrial | Yes | No | State approved plans required if more than 16 fixtures. |
| Plumbing – Single Family Home | Yes | No | Plumbing permit required. Owner may install plumbing only if home is owner occupied. |
| New, Remodel, Repair...other than minor. | Yes | No | |
| Pool, Spa, Hot Tub, etc. – Interior or Exterior | Yes | Yes | Various permits required. |
| Public Way – Use of Roads or Alleys Includes moving of buildings over roadway or neighborhood picnic | Yes | No | Contact Department of Public Works at (414) 228-1710. Contact Police Department at (414) 228-1737. May also require Common Council approval. |
| Radon Abatement Systems | Probably | No | Electrical permit is likely required. |
| Repairs - General | Maybe | Maybe | |
| Retaining Walls | Maybe | Maybe | |
| Roofing – Replace with new shingles, etc. including overlays and tear-offs. Residential and Commercial | Yes | No | Building permit required – Maximum of two layers of any type roofing permitted. |
| Roof – New includes new rafters, decking, etc. | Yes | Maybe | Building permit required. PARC approval required if altering design of roof or façade. |

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| Roofing – Rubberized, Flat, Built-up, etc. Residential and Commercial | Yes | No | “Hot Work” permit from NSFD also required. |
| Sewer – Sanitary or Storm | Yes | No | Right-Of-Way permit required if within city ROW area. Contact Department of Public Works at (414) 228-1710. |
| Siding – New or Replacement | Yes | No | |
| Shed or Other Accessory Outbuilding | Yes | Yes | |
| Sidewalk – Replace or Repair - Public or Private Includes Handicap Accessibility Ramps | Private – Maybe Public - Yes | Private - Yes | Public – Right-Of-Way permit required. Contact Department of Public Works at (414) 228-1710. |
| Suppression System (Fire sprinklers) for Commercial properties. (Includes kitchen exhaust hood systems.) | Yes | No | Contact North Shore Fire Department at (414) 228-1388. |
| Sump Pump and/or Sump Crock | Yes | No | Plumbing permit required. Electric permit maybe req'd. |
| Signs – Temporary & Permanent | Yes | Yes | |

Other Important Information

- **Permit Fees are based on schedule indicated on each permit plus additional 40% administration fee.**
- **Permits are available at City Hall or online at: <http://www.glendale-wi.org/Permit>**
- **PERMITS MUST BE OBTAINED BEFORE STARTING ANY WORK or up to QUADRUPLE FEES will be charged. Excludes cases of emergency for which permit must be obtained the next business day.**
- **Penalties will be assessed for failure to obtain proper permit: 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. Fees shall not be refundable regardless of whether the permit is used.**
- **Inspections will be conducted within 72 hours of inspection request.**
- **Penalties will be assessed for Failure to call for Inspection. All Fees shall be paid prior to any inspection.**
- **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.**

PARC = Planning & 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