



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 Administrator at 414-228-1744. Building Permit required. Certificate of Occupancy 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 Dir. of Comm. Dev. at 414-228-1704. Various Permits Required.
Commercial / Industrial - New Construction, Alteration or Remodel	Yes	Plan Commission or CDA approval required. Contact Dir. of Comm. Dev. at 414-228-1704. Various Permits required.
Alternative Energy Systems – Solar, Wind, etc.	Yes	Various Permits Required. Contact Zoning Administrator at 414-228-1744.
Air Conditioner – New or Replacement	Yes	HVAC and Electrical permits required.
Asbestos Abatement	Yes	WI-DNR Permit may also be required.
Basement Alteration/Remodel	Yes	Various Permits Required.
Attic Alteration	Yes	Various Permits Required.
Bathroom Remodel	Probably	Call Inspection Dept. at 414-228-1708.
Bathtub/Shower Insert or Mixing Valve	Yes	Plumbing Permit required at minimum.
CBRF, Adult Family Home, Group Home, etc.	Yes	Subject to Plan Commission review. Contact Zoning Admin. at 414-228-1744. Various Permits Required. Certificate of Compliance and Occupancy Certificate required PRIOR to occupancy.
Cellular Telephone Antenna & other Transmitters	Yes	Plan Commission or CDA approval required. Contact Zoning Administrator at 414-228-1744.
Chimney – New or Repair	Yes	HVAC and Building Permit required.
Chimney – Liner	Yes	HVAC Permit required.

Project	Permit(s) Required?	Additional Information
Commercial Building - New Occupancy or Change/Alteration of Use	Yes	Plan Commission or CDA approval required. Contact Dir. of Comm. Dev. 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 Center</u> Commercial → Right column guidelines apply Home Based → Contact Inspection Department	Yes	Plan Commission or CDA approval required. Certificate of Compliance and Occupancy Certificate required PRIOR to occupancy.
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 Permit 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, Concrete including culvers or approach. *No permit required if not in City Right-of-Way	Yes	Right-of-Way Permit required. Contact Department 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 Administrator at 414-228-1744. 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.
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 Administrator at 414-228-1744. Building Permit required.
Garbage Grinder/Disposal	Yes	Plumbing Permit required.

Project	Permit(s) Required?	Additional Information
Handicap Access Ramp s, Chair lifts, Elevators, etc - All Installations -	Yes	Building Permit required. May require ARB approval. Contact Zoning Department at 414-228-1744.
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 Administrator at 414-228-1744. Various Permits required.
New Business in Existing Building or Space	Yes	Various Permits required. Contact Dir. of Comm. Dev. at 414-228-1704. Plan Commission or CDA approval required. Certificate of Compliance and Certificate of Occupancy required.
New Business in New Building or Space	Yes	Various Permits required. Contact Dir. of Comm. Dev. at 414-228-1704. Plan Commission or CDA approval required. Certificate of Compliance and Certificate of Occupancy required.
Occupancy - Commercial Occupancy – Residential – Contact Inspection Department for requirements	Yes	Plan Commission or CDA approval required. Contact Dir. of Comm. Dev. at 414-228-1704. Various Permits required. Certificate of Occupancy required. Certificate of Compliance 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 414-228-1744. Additional requirements may apply.
Public Way – Use Of Moving of buildings over roadway or other use.	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 Venting	Maybe	Electrical Permit may be 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 original design of roof or façade.
Roofing – Rubberized, Flat, Built-up, etc. Residential and Commercial	Yes	Building Permit required – Check with Inspection Department prior to start.
Sewer – Sanitary or Storm	Yes	Plumbing Permit required. Right-of-Way Permit required if within city property. 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	Contact Zoning Administrator at 414-228-1744. Building Permit required.
Sidewalk – Replace or Repair - Public or Private Includes Handicap Accessibility Ramps	Private – Maybe Public - Yes	Private - Contact Zoning Department at 414-228-1744 for setback requirements from adjacent properties. Public – Right-of-Way Permit required. Contact Department of Public Works at 414-228-1745.
Sprinkler System for Commercial or Residential Property. Includes restaurant exhaust hood systems.	Yes	Contact North Shore Fire Department at 414-228-0246.
Sump Pump and/or Sump Crock	Yes	Plumbing Permit required.
Signs – Temporary & Permanent	Yes	Sign Permit required. Contact Zoning Administrator 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 Glendale City Hall or City Services Building. Permits forms are available online and may be submitted either by mail or in person.**
- **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.**
- **The fees for permits shall become the property of the City. Once a permit has been issued, said fees shall not be refundable regardless of whether the permit issued is used unless such fees exceed the sum of \$100 (*one-hundred dollars*). In such cases only that portion of the permit fee in excess of \$100 shall be refunded if the permit is not 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 Contractor Financial Responsibility and Contractor Qualifier. City cannot issue permit to contractor who does not hold these credentials.**
- ***Electrical permits can only be issued to Master Electricians licensed by the City of Glendale.**
- **ARB = Architectural Review Board**