



Village of North Bay  
**HVAC PERMIT APPLICATION**

**PERMIT #**

Side 1 of 2

Submit application and fees to the Village Clerk. **A self addressed stamped envelope must be included with mailed applications for the permit placard and receipt to be returned to you.** For questions or to request an inspection, contact: Building Inspector Al Kosterman: (262) 989-9215 or [albertkosterman@gmail.com](mailto:albertkosterman@gmail.com)

<b>APPLICATION INFORMATION:</b>	<b>APPLICATION DATE:</b>
Contractor Name:	<input type="radio"/> Check here if HOMEOWNER is the APPLICANT & submit a notarized Cautionary Statement.
Insurance Carrier (Attach COI):	Total Project Cost:
State of WI License #:	Project Description:
Address:	Project Address:
Office Phone:	Owner's Name:
Alternate Phone:	Mailing Address (if different):
Email:	Owner's Phone:
Installer's Name:	Owner's Cell:
Installer's License #:	Owner's Email:
Installer's Cell:	
If the project involves County, DNR or a Public Utility, please attach written documentation from said source.	
<b>Multiple permits may be required for one project (Building, HVAC, Electrical, Plumbing, Fence, etc). Refer to Planning &amp; Zoning Ordinances.</b>	
Failure to obtain a permit before work starts: 1st Offense FEES DOUBLE, thereafter FEES TRIPLE. First re-inspection is free, thereafter, a \$100 per reinspection fee applies. Failure to call for Final Inspection - FEES TRIPLE!	
Fee Worksheet on Page 2. Complete both sides and submit plans, COI & full payment with this form.	

**APPLICANT AGREEMENT** | The undersigned Applicant, as Owner or Agent of the owner, agrees: To comply with the Village of North Bay Ordinances, state statutes, federal regulations, and with the conditions of this permit as described above; The Owner or Agent of the Owner will obey any and all lawful orders of the Building Inspector of the Village of North Bay; That the issuance of this permit creates no legal liability, express or implied, of the Village or Inspector, and certifies that all the above information is accurate. **NOTE: Permits are valid 1 year from date of issue.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>INSPECTOR'S SIGNATURE:</b>	<b>FINAL INSPECTION DATE:</b>
_____	_____

*Office Use Only:*

Date Filed:	Amount Paid:	Check Number:	Received by:	Permit Effective Date
Additional Payments:	Amount Paid:	Check Number:	Received by:	

**SUBMIT FULLY COMPLETED FORMS WITH ALL ATTACHMENTS & FEES TO:**  
 Village Hall ♦ 3615 Hennepin Place ♦ Racine, WI 53402

Email: [vnbclerk@northbay-wi.us](mailto:vnbclerk@northbay-wi.us) ♦ Phone: (262) 639-2334 ♦ Website: [www.northbay-wi.us](http://www.northbay-wi.us)

### VNB HVAC PERMIT FEE WORKSHEET

DESCRIPTIONS			COST	FEE
Heating Units	<i>Indicate the number of Units &amp; number of BTU's per unit</i>	# Units <= 150,000 BTU:	x \$57 each unit up to 150,000 BTU	\$
		# additional 50,000 BTU:	x \$20 (\$1,250max/unit)	\$
A/C Units	<i>Indicate the number of Units &amp; number of BTU's per unit</i>	# Units <= 36,000 BTU:	x \$57 each unit up to 36,000 BTU	\$
		# additional 12,000 BTU:	x \$20 (\$1,250max/unit)	\$
Ductwork		Sq. Ft:	X \$1.60 per 100 sq. ft. (Min. \$50)	\$
All New Construction	Total sq. ft.: #		\$57 base fee	\$
	Heated sq. ft.: #		x \$0.05/sq ft (heated area)	\$
<b>SUBTOTAL</b>				\$
<b>ADMINISTRATIVE FEE</b> <i>\$25 or 5%, whichever number is greater.</i>				\$
<b>TOTAL PERMIT FEES</b>				\$

**NOTES:**

*Inspector/Official Use Only*

<b>Failure to obtain a permit before work starts: 1st Offense FEES DOUBLE, thereafter FEES TRIPLE.</b>	
<b>Failure to call for Final Inspection - FEES TRIPLE.</b>	
<b>REINSPECTION FEE: First reinspection is free, thereafter, a \$100 per reinspection.</b>	

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