



# VILLAGE OF NORTH BAY BUILDING PERMIT CHECKLIST

LEE GREIVELL, BUILDING INSPECTOR

Hours: By appointment

3615 Hennepin Place | Racine, WI 53402

Cell: 262-424-6957 Village Hall: (262) 639-2334

Website: [www.northbay-wi.us](http://www.northbay-wi.us)

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## ALL PROJECTS ARE SUBJECT TO A 5% OR \$25 ADMINISTRATIVE FEE, WHICHEVER IS GREATER.

### ADDITIONS

- \_\_\_\_\_ Contact the Zoning Administrator/Village President: [vnbpresident@northbay-wi.us](mailto:vnbpresident@northbay-wi.us)
- \_\_\_\_\_ 2 Sets of working blueprints (must show all specifications)
- \_\_\_\_\_ 1 Completed building permit application form
- \_\_\_\_\_ Building permit checklist (this form)

### REMODEL

- \_\_\_\_\_ 2 Sets of plans (**plans must show before and after**)
- \_\_\_\_\_ 1 Completed building permit application form
- \_\_\_\_\_ Building permit checklist (this form)

### ACCESSORY BUILDINGS, GARAGES & SHEDS

- \_\_\_\_\_ Contact the Zoning Administrator/Village President: [vnbpresident@northbay-wi.us](mailto:vnbpresident@northbay-wi.us)
- \_\_\_\_\_ 2 Sets of plans including truss calculations showing 30lbs live load minimum- **no exceptions!!**
- \_\_\_\_\_ 1 Completed building permit application form
- \_\_\_\_\_ Building permit checklist (this form)

### DECKS

- \_\_\_\_\_ Contact the Zoning Administrator/Village President: [vnbpresident@northbay-wi.us](mailto:vnbpresident@northbay-wi.us)
- \_\_\_\_\_ 2 Sets of working plans (must show all specifications) Per Appendix B of the Wisconsin Uniform Dwelling Code
- \_\_\_\_\_ 1 Completed building permit application form
- \_\_\_\_\_ Building permit checklist (this form)

### POOLS

- \_\_\_\_\_ Contact the Zoning Administrator/Village President: [vnbpresident@northbay-wi.us](mailto:vnbpresident@northbay-wi.us)
- \_\_\_\_\_ 2 Sets of plans or 3 copies of brochures from company
- \_\_\_\_\_ 1 Completed building permit application form
- \_\_\_\_\_ Building permit checklist (this form)

### FENCE (new or replacement)

- \_\_\_\_\_ 2 copies of brochures from company
- \_\_\_\_\_ Plat of survey and drawing that includes the intended location on the parcel, no exceptions
- \_\_\_\_\_ Building permit checklist (this form)

- Failure to obtain a permit before work starts: 1st Offense, FEES DOUBLE, thereafter, FEES TRIPLE.
- Failure to call for Final Inspection, FEES TRIPLE
- Reinspection fee is \$70

**TURN OVER**

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At his discretion, the Building Inspector may require additional documentation, plans and engineering approvals prior to issuing a permit.

If, for any reason, the Village Zoning Administrator is either called upon or is requested to review and/or approve plans, either by the Village Building Inspector or the property owner/applicant/agent, the property owner will be responsible for reimbursing the Village for the amount invoiced for the project. Upon receipt of the invoice from the contracting engineering firm, The Village Clerk will provide the property owner with said invoice.

If the invoice of the Village Zoning Administrator, to the Village, for services provided to a property owner for a property located in the Village of North Bay, such as, but not limited to, inspection for improper drainage of stormwater, compliance inspections or creating a drainage plan, is not paid within 30 days of the billing via email or USPS, the undersigned property owner gives permission to the Village to place the same billing amount, plus a \$75 service charge, as a special charge on the next applicable real estate tax bill, said taxpayers waiving all notices or applicable procedures.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**\*\*\*\*NOTES\*\*\*\***

***NO COPIES WILL BE MADE***

***NO PERMITS WILL BE ISSUED IF ITEMS ARE MISSING – NO EXCEPTIONS***

**BUILDING PERMIT COSTS WILL BE CALCULATED ONCE ALL REQUIRED ITEMS ARE  
TURNED INTO THE BUILDING INSPECTOR AND HE HAS HAD TIME TO REVIEW.**

**TURN OVER**