

Do I Need A Permit?

This quick reference guide will help you to determine if your project requires a building permit. It also will provide some answers to common questions as well links to information sheets and various codes. If you can't find an answer here please call 262-268-4277

Information Links

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[One and Two Family Permit Fees](#)
[Commercial Construction Permit Fees](#)

Code Links

[City of Port Washington Zoning Code](#)
[Wisconsin Uniform Dwelling Code COMM 20-25](#)
[Wisconsin Uniform Building Code](#)
[Wisconsin Commercial Code COMM 61-65](#)

Project	Permit Required?	Information... Call 268-4277
Addition to 1 or 2 family home	Yes	2 sets of plans drawn to scale and a survey of lot.
Addition to commercial building	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.
Air conditioner	Yes	
Alterations to 1 or 2 family home	Yes	2 sets of plans drawn to scale
Alterations to commercial building	Yes	Plan Commission Approval maybe, 1 state approved and 1 extra set of plans drawn to scale
Asbestos abatement	Yes	
Attic alterations or conversion	Yes	Check Attic Information Sheet .
Banners	Yes	
Basement alterations or conversions	Yes	Check Basement Alterations Information Sheet
Bathroom -- remodel	Probably	
Building cleaning (masonry building)	Yes	
Cell phone antenna	Yes	

Project	Permit Required?	Information... Call 268-4277
Change of use in commercial building	Yes	
Commercial Construction New, Addition or Alteration	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.
Day care center	Yes	Needs occupancy permit
Deck	Yes	Check Deck and Porch Information Sheet .
Demolition – Building or Structure	Yes	
Door -- replacement 1 or 2 family home	Probably not	If replacement is same size and swing a permit is not required.
Door -- new or replacement (commercial building)	Yes	
Driveway	Yes	There are restriction - Call 268-4277
Driveway approach	Yes	
Electrical work -- All	Yes	
Erosion control	Probably	New buildings require a permit, for other excavating or site grading - Call 268-4277
Fence -- new	Yes	Check Fence Information Sheet
Fence -- replace	Yes	Replacement must comply with current codes. Check Fence Information Sheet
Fireplace	Yes	Must be installed per manufacture specifications and state codes
Furnace	Yes	
Garage -- addition	Yes	Check Garage Information Sheet
Garage -- demolish	Yes	
Garage -- new	Yes	Check Garage Information Sheet
Garage -- replace	Yes	Replacement must comply with current codes. Check Garage Information Sheet
Handicapped ramp	Yes	Check Deck and Porch Information Sheet .
House (1 and 2 family) -- additions	Yes	2 sets of plans drawn to scale and a survey of lot.

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House (1 and 2 family) -- new construction	Yes	2 sets of plans drawn to scale, a survey and heat loss calculations
House -- demolish	Yes	
Insulation	No	
Landscaping	Maybe	
Masonry building cleaning	No	
New business in existing building or space	Maybe	Occupancy permit is required if use of space changes. Call 268-4277
New business in new building or space	Yes	Occupancy permit fees are included with building or tenant space permit.
Occupation - Home	No	There are restriction - Call 268-4277
Occupancy new building or tenant space	Yes	Occupancy permit fees are included with building or tenant space permit.
Parking slab -- 1 or 2 family	Yes	Call 284-2600 for setback requirements.
Parking lot or slab -- commercial building or 3 or more residential units	Yes	Plan Commission Approval and 2 sets of plans.
Patio -- 1 or 2 family home	No	
Plumbing -- commercial project	Yes	State approved plans required if more than 11 fixtures
Plumbing -- multi-family home	Yes	State approved plans required if more than 11 fixtures
Plumbing -- single-family, owner-occupied home	Yes	Work can be done by owner if owner occupied
Pool	Yes	See Pool and Spa Information Sheet
Public way -- use of	Yes	Requires Plan Commission approval
Repairs	Probably	
Repairs (Minor)	Maybe	
Retaining walls	Maybe	Call 268-4277 for requirements
Roof -- new (with new rafters, etc.)	Yes	
Roof -- replace shingles	Yes	Two layers of any type of roofing is maximum

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Sewer – Sanitary or storm	Yes	
Shed	Yes	120 sq. ft. maximum
Shingles -- replace	Yes	
Sidewalk on private property	No	Must be at least 3 feet from lot line
Sidewalk in front of home (City)	Probably	Call 268-4277 for requirements
Sidewalk (City) --use of	No	Requires Plan Commission approval
Storage Tanks	Yes	Permit is required for the installation or removal of any flammable liquid storage tank
Siding	Yes	
Signs	Yes	Plans must show face design
Stairs/steps	Probably	
Street Closing or Blocking	Yes	Department of Public Works Street Permit
Spa	Yes	See Pool and Spa Information Sheet
Swimming pool	Yes	See Pool and Spa Information Sheet
Tanks (Storage)	Yes	Permit is required for the installation or removal of any flammable liquid storage tank
Tower	Yes	Plan Commission Approval, 1 state approved and 1 extra set of plans drawn to scale.
Water meter Horn	Yes	
Water service - new	Yes	

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