

P.O. Box 9  
Bay City, WI 54723  
Phone & Fax 715-594-3168

Village of Bay City

Building permit application

**Instructions:** *This permit application cannot be used for a new home build.* Return this application to the address above along with two copies of scale plans showing the location, actual shape and dimension of the lot to build upon, exact size and location proposed or existing building and accessory building, the lines within which the building shall be erected, altered or moved. The existing and or intended use of each building or part of a building, the number of families the building is intended to accommodate, and such other information with regard to the lot and neighboring lots or buildings as may be necessary. Plan must show dimensions of all lots and buildings and setbacks from lot lines. All easements must be shown on plot map. No project may be built over ANY utility easement. ***If you are having contactors perform any work, you must also submit the contractor verification form.*** Permit fee of \$55.00 must accompany application. THIS IS NOT A BUILDING PERMIT. A PERMIT WILL BE SENT TO YOU AND MUST BE DISPLAYED PRIOR TO ANY WORK BEING DONE.

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Property address \_\_\_\_\_

Owner of Record \_\_\_\_\_

Signature of Approval of Owner \_\_\_\_\_

Legal description and parcel # \_\_\_\_\_

Project Description \_\_\_\_\_

Estimated cost of construction \$ \_\_\_\_\_

County sanitary permit # \_\_\_\_\_ (if required) Date: \_\_\_\_\_

Contractor or builder \_\_\_\_\_

Contractor phone \_\_\_\_\_ State License # \_\_\_\_\_

Identified subcontractors

Excavator: \_\_\_\_\_ Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License # \_\_\_\_\_

HVAC Installer: \_\_\_\_\_ Certification # \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Return to the address listed above with payment.

Date Filed \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Denied or Approved Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

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