



VILLAGE OF NORTH BAY BUILDING PERMIT CHECKLIST

VNB Interim Building, Fence, HVAC Inspector: Al Kosterman

Hours: By appointment

3615 Hennepin Place | Racine, WI 53402

Cell: (262) 989-9125 EMAIL: albertkosterman@gmail.com

Website: www.northbay-wi.us Village Hall: (262) 639-2334

Rev. 01.01.2026

ALL PROJECTS ARE SUBJECT TO A 5% OR \$50 ADMINISTRATIVE FEE, WHICHEVER IS GREATER.

ADDITIONS

- _____ Contact the Zoning Administrator/Village President: vnbpresident@northbay-wi.us
- _____ 1 Set of working blueprints (must show all specifications)
- _____ Digital Plans (must show all specifications)
- _____ 1 Completed building permit application form
- _____ Building permit checklist (this form)

REMODEL

- _____ 1 Sets of plans (**plans must show before *and* after**)
- _____ Digital 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
- _____ 1 Sets of plans including truss calculations showing 30lbs live load minimum- **no exceptions!!**
- _____ Digital Plans (must show all specifications)
- _____ 1 Completed building permit application form
- _____ Building permit checklist (this form)

DECKS

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

POOLS

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

TURN OVER

SIDE 2 - VILLAGE OF NORTH BAY BUILDING PERMIT CHECKLIST

FENCE (new or replacement)

- _____ 1 copy of brochures from company
- _____ Digital Plans and brochures from company (must show all specifications)
- _____ 1 Completed Fence permit application form
- _____ 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 \$100

Per SPS 320.09(11): TIME-SPAN FOR APPROVAL OR DENIAL. Action to approve or deny a uniform building permit application shall be completed within 10 business days of receipt of all forms, fees, plans and documents required to process the application, and completion of other local prerequisite permitting requirements." This ten days would start after all Pan Commission or Conditional Use approvals.

At his discretion, the Building Inspector may require additional documentation, plans and structural analysis by a design professional 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