# Minor work for multi-family dwellings (3+ units) or commercial buildings

Please sign into your account. \*If you do not have an account please select sign up and create an account.\* Then select "Building Inspection Permits"



City of Sun Prairie, WI

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#### **Discover Online Services**

Choose below to browse services by department



#### Clerk / Licensing

Alcohol License 2021 (Establishment), Amusement / Vending / Entertainment Machine License + 6 more



#### Report a Concern

**Explore** 



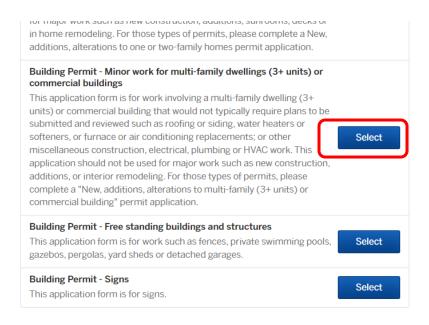
#### **Building Inspection Permits**

Building Permit - New construction, additions, alterations for one or two-family homes, Building Permit - New construction, additions, alterations

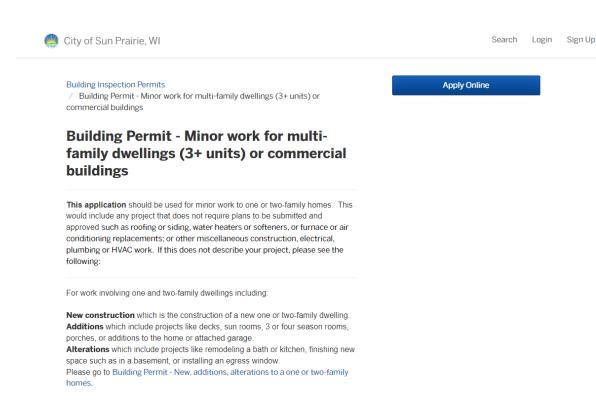
#### **Explore**



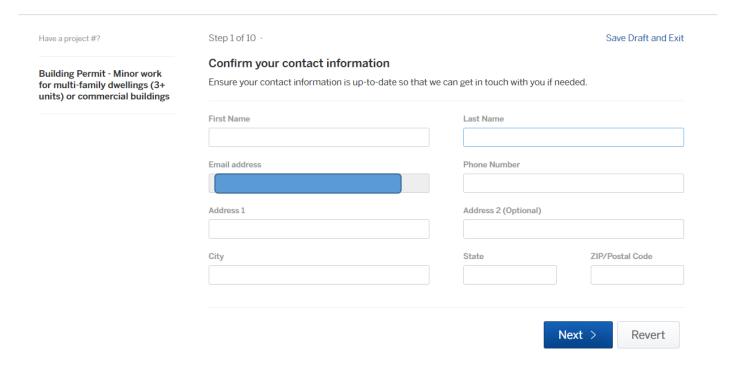
# Then select the "Building Permit- Minor work for multi-family dwellings (3+ units) or commercial buildings"



### Select "Apply Online"

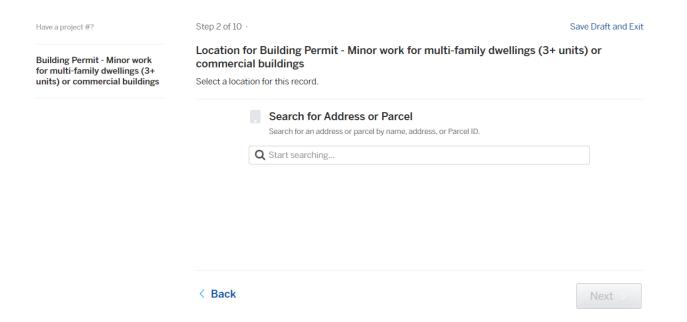


## Confirm your information is correct and select "next"

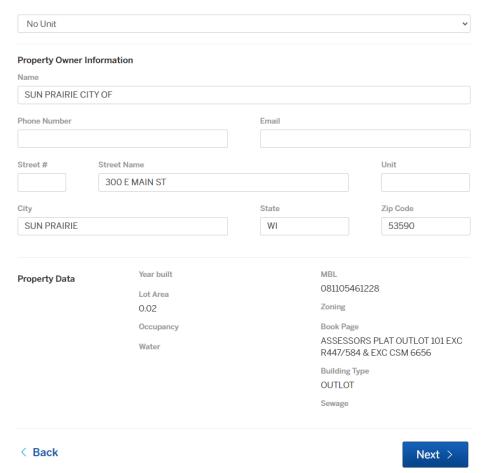


Here you will search for the address of the project.

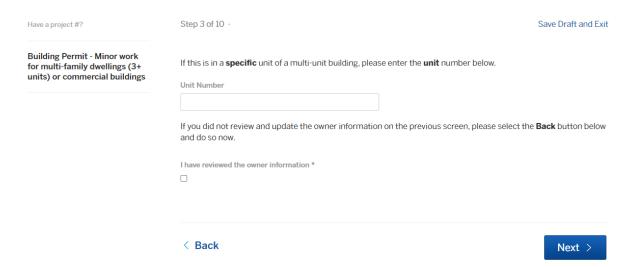
\*If you cannot find the address please contact building inspections via phone or email.\*



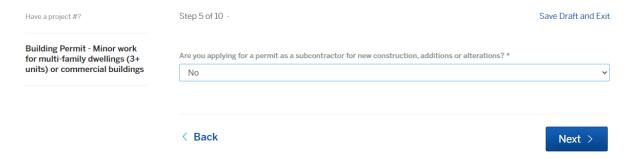
Please confirm property owner information then select "next".



If the project is for a specific unit please enter that number here and select "next". If there is no specific unit just select "next".



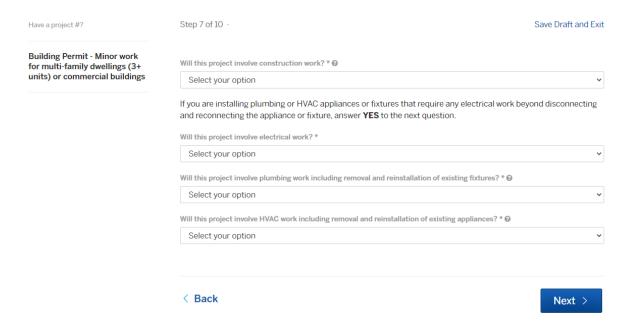
If you are applying for a permit that is part of a new construction, addition or alteration project that already has a permit please delete this draft and contact our office to be associated with that permit/project. If you are not please choose "no" and select "next".



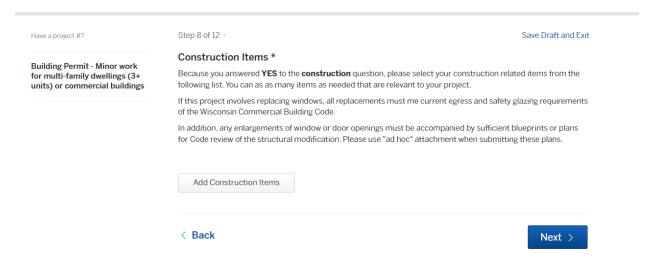
If work regarding this project has already started please choose "yes" if not please choose "no" then select "next".



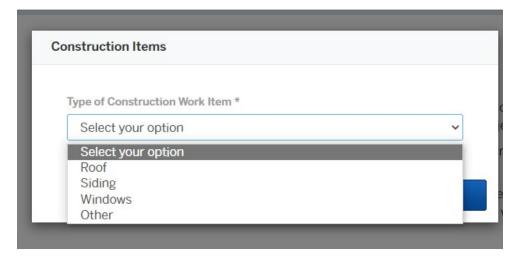
Please select "yes" or "no" to the items that correspond to the project you are applying for, then select "next" \*you must select "yes" to at least one of these items.\*



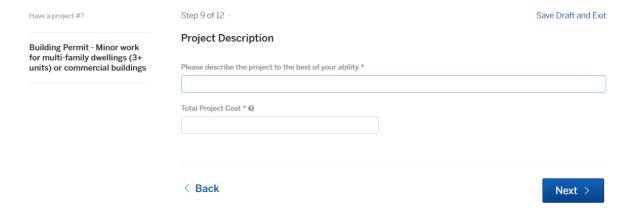
This answer is generated in response to the previous question.



Please add all of the items being completed in the project. Then select "next".



Please describe the project and enter the total cost, then select "next".



This page will allow you to search for the license that is required for your project.

If you do not find the license information please enter the information in the appropriate fields.

\*If you have made changes to any information or entered new information please choose "yes" for the bottom question. (this helps us create and update this information for our records)\*

Once completed (there may be more than one depending on your project) please select "next".

Have a project #?	Step 10 of 12 ·	Save Draft and Exit
Building Permit - Minor work for multi-family dwellings (3+ units) or commercial buildings	General Contractor  Search by the General Contractor company name. Contractors may have multiple entries or licenses in the database, so please make sure you select the correct one.  If the contractor is not found in the system, please enter the required information in the appropriate fields.	
	Q Search	
	Company Name *	Contact Name
	Street Address *	City*
	State *	Zip*
	Phone Number *	Email
	Have you changed or updated the General Contractor information on this screen? *	
	Select your option	<b>~</b>
	< Back	Next >

The signature on this page should be the same as the applicant for this permit. Once completed please select "next".

Step 11 of 12 · Save Draft and Exit Have a project #? Responsibility and Signature **Building Permit - Minor work** for multi-family dwellings (3+ Statement of Owner or Owner's Authorized Agent units) or commercial buildings I represent and warrant that I am the owner or the owner's authorized agent and I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the information within this application is accurate. I expressly grant the building inspector, the inspectors authorized agent, or a city property appraiser permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. Furthermore, I represent and warrant that I will provide a copy of the approved permit to all parties identified within this application and that an amended permit application or plans will be filed with the Building Inspection Division in the event any of the approved project information, contractors or previously approved plans change. Action to approve or deny a building permit application will be completed within 15 business days of receipt of all forms, plans and documents required to process the application, and completion of other local prerequisite permitting requirements. Furthermore, by signing below, the applicant mutually agrees that communication related to this application including but not limited to inspection notices will be delivered electronically. Owner or Owner's Authorized Agent E-Signature \* < Back Next >

Lastly you will be able to review your application. \*Once this is submitted information cannot be changed.\*

If your application is complete please select "submit"

Have a project #?

Confirm your submission

Save Draft and Exit

Building Permit - Minor work for multi-family dwellings (3+ units) or commercial buildings Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.