

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”

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Building Inspection Permits

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

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Building Inspection Commercial Plan Review

Plan Review Application - Building/HVAC/Fire
Systems, Plan Review Application - Plumbing
Systems

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Report a Concern

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

for major work such as new construction, additions, sunrooms, decks or in home remodeling. For those types of permits, please complete a New, additions, alterations to one or two-family homes permit application.

Building Permit - Minor work for multi-family dwellings (3+ units) or commercial buildings
This application form is for work involving a multi-family dwelling (3+ units) or commercial building that would not typically require plans to be submitted and reviewed such as roofing or siding, water heaters or softeners, or furnace or air conditioning replacements; or other miscellaneous construction, electrical, plumbing or HVAC work. This application should not be used for major work such as new construction, additions, or interior remodeling. For those types of permits, please complete a "New, additions, alterations to multi-family (3+ units) or commercial building" permit application.

Building Permit - Free standing buildings and structures
This application form is for work such as fences, private swimming pools, gazebos, pergolas, yard sheds or detached garages.

Building Permit - Signs
This application form is for signs.

Select “Apply Online”

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

This application should be used for minor work to one or two-family homes. This would include any project that does not require plans to be submitted and approved such as roofing or siding, water heaters or softeners, or furnace or air conditioning replacements; or other miscellaneous construction, electrical, plumbing or HVAC work. If this does not describe your project, please see the following:

For work involving one and two-family dwellings including:

- New construction** which is the construction of a new one or two-family dwelling.
- Additions** which include projects like decks, sun rooms, 3 or four season rooms, porches, or additions to the home or attached garage.
- Alterations** which include projects like remodeling a bath or kitchen, finishing new space such as in a basement, or installing an egress window.

Please go to [Building Permit - New, additions, alterations to a one or two-family homes](#).

Confirm your information is correct and select “next”

Have a project #?

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

Step 1 of 10 ·

Save Draft and Exit

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code

Next >

Revert

Here you will search for the address of the project.

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

Have a project #?

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

Step 2 of 10 ·

Save Draft and Exit

Location for Building Permit - Minor work for multi-family dwellings (3+ units) or commercial buildings

Select a location for this record.

Search for Address or Parcel

Search for an address or parcel by name, address, or Parcel ID.

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Next >

Please confirm property owner information then select "next".

No Unit

Property Owner Information

Name
SUN PRAIRIE CITY OF

Phone Number Email

Street # Street Name 300 E MAIN ST Unit

City SUN PRAIRIE State WI Zip Code 53590

Property Data	Year built	MBL
	Lot Area	081105461228
	0.02	Zoning
	Occupancy	Book Page
	Water	ASSESSORS PLAT OUTLOT 101 EXC R447/584 & EXC CSM 6656
		Building Type
		OUTLOT
		Sewage

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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".

Have a project #? Step 3 of 10 · [Save Draft and Exit](#)

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

If this is in a **specific** unit of a multi-unit building, please enter the **unit** number below.

Unit Number

If you did not review and update the owner information on the previous screen, please select the **Back** button below and do so now.

I have reviewed the owner information *

[< Back](#) [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”.

Have a project #? Step 5 of 10 · [Save Draft and Exit](#)

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

Are you applying for a permit as a subcontractor for new construction, additions or alterations? *

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

Have a project #? Step 6 of 10 · [Save Draft and Exit](#)

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

Has work related to this application already started? *

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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.**

Have a project #? Step 7 of 10 · [Save Draft and Exit](#)

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

Will this project involve construction work? * ⓘ

If you are installing plumbing or HVAC appliances or fixtures that require any electrical work beyond disconnecting and reconnecting the appliance or fixture, answer **YES** to the next question.

Will this project involve electrical work? *

Will this project involve plumbing work including removal and reinstallation of existing fixtures? * ⓘ

Will this project involve HVAC work including removal and reinstallation of existing appliances? * ⓘ

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This answer is generated in response to the previous question.

Have a project #? Step 8 of 12 · [Save Draft and Exit](#)

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

Construction Items *

Because you answered **YES** to the **construction** question, please select your construction related items from the following list. You can as as many items as needed that are relevant to your project.

If this project involves replacing windows, all replacements must me current egress and safety glazing requirements of the Wisconsin Commercial Building Code.

In addition, any enlargements of window or door openings must be accompanied by sufficient blueprints or plans for Code review of the structural modification. Please use "ad hoc" attachment when submitting these plans.

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

The screenshot shows a form titled "Construction Items". It features a dropdown menu labeled "Type of Construction Work Item *". The dropdown is open, showing the following options: "Select your option" (highlighted), "Roof", "Siding", "Windows", and "Other". A blue "Next" button is visible to the right of the dropdown.


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

Have a project #? Step 9 of 12 · [Save Draft and Exit](#)

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

Project Description

Please describe the project to the best of your ability *

Total Project Cost * 

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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.

<input type="text" value="Search..."/>	
Company Name * <input type="text"/>	Contact Name <input type="text"/>
Street Address * <input type="text"/>	City * <input type="text"/>
State * <input type="text"/>	Zip * <input type="text"/>
Phone Number * <input type="text"/>	Email <input type="text"/>
Have you changed or updated the General Contractor information on this screen? * <input type="text" value="Select your option"/>	

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

Have a project #?

Step 11 of 12 ·

[Save Draft and Exit](#)

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

Responsibility and Signature

Statement of Owner or Owner's Authorized Agent

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 *

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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 #?

[Save Draft and Exit](#)

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

Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.