

TAX PARCEL #: \_\_\_\_\_ PERMIT #: \_\_\_\_\_  
RECEIPT #: \_\_\_\_\_ ZONING: \_\_\_\_\_

OFFICE USE ONLY ABOVE LINE

**COMMERCIAL PERMIT APPLICATION**

CITY OF STEVENS POINT INSPECTION DEPT. | 1515 STRONGS AVE, STEVENS POINT, WI 54481 | 715-346-1567

DATE \_\_\_\_\_ OWNER PHONE #: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ OWNER ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_ TENANT: \_\_\_\_\_

**BUILDING & ZONING** Cost (Labor & materials): \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
Park Fee: \_\_\_\_\_ Review Fee: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_

Work Details: ( Replacement,  New,  Repair) Install Date: \_\_\_\_\_ or  Emergency Install

Contractor: \_\_\_\_\_ Tele #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Certificate No: \_\_\_\_\_ Exp: \_\_\_\_\_ Qualifier No: \_\_\_\_\_ Exp: \_\_\_\_\_

**ELECTRICAL** Cost (Labor & materials): \_\_\_\_\_ Review Fee: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Work Details: ( Replacement,  New,  Repair) Install Date: \_\_\_\_\_ or  Emergency Install

Contractor: \_\_\_\_\_ Tele #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Electrical Contractor No: \_\_\_\_\_ Exp: \_\_\_\_\_ Master License No: \_\_\_\_\_ Exp: \_\_\_\_\_

**PLUMBING** Cost (Labor & materials): \_\_\_\_\_ Review Fee: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Work Details: ( Replacement,  New,  Repair) Install Date: \_\_\_\_\_ or  Emergency Install

Contractor: \_\_\_\_\_ Tele #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Master License No.: \_\_\_\_\_ Exp: \_\_\_\_\_

**HVAC** Cost (Labor & materials): \_\_\_\_\_ Review Fee: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Work Details: ( Replacement,  New,  Repair) Install Date: \_\_\_\_\_ or  Emergency Install

Contractor: \_\_\_\_\_ Tele #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

HVAC Contractor No: \_\_\_\_\_ Exp: \_\_\_\_\_ Qualifier No: \_\_\_\_\_ Exp: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_ Total Fees: \_\_\_\_\_

The applicant agrees to comply with the Wisconsin Uniform Dwelling Code, Wisconsin Commercial Building Code, Wisconsin Plumbing Code, National Electrical Code and other Municipal ordinances and with the conditions of this permit; understands that issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is true and accurate. **Do not start work/enclose wall or ceiling until Building Inspector is notified. All inspections, including final, are required and must be requested by owner and/or applicant prior to occupancy.**

Print Name of Owner/Applicant: \_\_\_\_\_

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## FEE SCHEDULE (EFFECTIVE JANUARY 1, 2021)

Plan Review		
<b>Principal commercial buildings (state review required for all new buildings over 50,000 cu.ft. buildings or additions over 100,000 cu.ft.)</b>		
New commercial buildings (building)		\$0.02/sq.ft., \$150.00 minimum, \$500.00 maximum
New commercial buildings per trade (electrical, HVAC, plumbing)		\$0.01/sq.ft., \$75.00 minimum, \$500.00 maximum
New commercial buildings (zoning)		\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Additions to commercial buildings (building)		\$0.02/sq.ft., \$150.00 minimum, \$500.00 maximum
Additions to commercial buildings per trade (electrical, HVAC, plumbing)		\$0.01/sq.ft., \$75.00 minimum, \$500.00 maximum
Additions to commercial buildings (zoning)		\$0.02/sq.ft., \$75.00 minimum, \$250.00 maximum
Alterations to commercial buildings (building)		\$1.00/\$1,000 valuation, \$100.00 minimum, \$500.00 maximum
Alterations to commercial buildings per trade (electrical, HVAC, plumbing)		\$0.50/\$1,000 valuation, \$50.00 minimum, \$250.00 maximum
Alterations to commercial buildings (zoning)		\$0.50/\$1,000 valuation, \$50.00 minimum, \$250.00 maximum
<b>Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)</b>		
New commercial accessory buildings or structures (building)		\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
New commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)		\$0.01/sq.ft., \$25.00 minimum, \$150.00 maximum
New commercial accessory buildings or structures (zoning)		\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Additions to commercial accessory buildings or structures (building)		\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Additions to commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)		\$0.01/sq.ft., \$25.00 minimum, \$150.00 maximum
Additions to commercial accessory buildings or structures (zoning)		\$0.02/sq.ft., \$25.00 minimum, \$250.00 maximum
Alterations to commercial buildings or structures (building)		\$1.00/\$1,000 valuation, \$25.00 minimum, \$250.00 maximum
Alterations to commercial buildings or structures per trade (electrical, HVAC, plumbing)		\$0.50/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum
Alterations to commercial buildings or structures (zoning)		\$0.50/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum
Inspections		
<b>Principal commercial buildings (state review required for all new buildings over 50,000 cu.ft. buildings or additions up to 100,000 cu.ft.)</b>		
New commercial buildings (building)	\$0.10/sq.ft. (< or = 10,000 sq.ft.) and \$0.05/sq.ft. (>10,000 sq.ft.), \$200.00 minimum	
New commercial buildings per trade (electrical, HVAC, plumbing)	\$0.07/sq.ft. (< or = 10,000 sq.ft.) and \$0.03/sq.ft. (>10,000 sq.ft.), \$200.00 minimum	
New commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, 250.00 maximum	
Additions to commercial buildings (building)	\$0.10/sq.ft. (< or = 10,000 sq.ft.) and \$0.05/sq.ft. (>10,000 sq.ft.), \$100.00 minimum	
Additions to commercial buildings per trade (electrical, HVAC, plumbing)	\$0.07/sq.ft. (< or = 10,000 sq.ft.) and \$0.03/sq.ft. (>10,000 sq.ft.), \$100.00 minimum	
Additions to commercial buildings (zoning)	\$0.02/sq.ft., \$75.00 minimum, 250.00 maximum	
Alterations to commercial buildings (building)	\$10.00/\$1,000 valuation, \$60.00 minimum	
Alterations to commercial buildings per trade (electrical, HVAC, plumbing)	\$5.00/\$1,000 valuation, \$60.00 minimum	
Alterations to commercial buildings (zoning)	\$5.00/\$1,000 valuation, \$50.00 minimum, \$150.00 maximum	
<b>Accessory buildings (garages, sheds, carports, etc.) or structures (signs, fences, driveways, patios, etc.)</b>		
New commercial accessory buildings or structures (building)	\$0.10/sq.ft., \$25.00 minimum	
New commercial accessory buildings or structures per trade (electrical, HVAC, plumbing)	\$0.10/sq.ft., \$25.00 minimum	
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Additions to commercial accessory buildings or structures (zoning)	\$0.05/sq.ft., \$25.00 minimum, \$250.00 maximum	
Alterations to commercial buildings or structures per trade (building, electrical, HVAC, plumbing)	\$10.00/\$1,000 valuation, \$25.00 minimum	
Alterations to commercial buildings or structures (zoning)	\$5.00/\$1,000 valuation, \$25.00 minimum, \$150.00 maximum	
Other fees		
Plan review not identified		\$50.00 per hour (one hour minimum per review)
Inspections not identified		\$50.00 per hour (one hour minimum per visit)
Reinspection for a failed inspection		\$50.00
Early start (demolition)		\$50.00
Early start (footings and foundation)		\$300.00
Change of use		\$100.00
Temporary electrical service		\$50.00
Temporary occupancy		\$100.00
Moving of buildings over public ways		\$100.00
Wrecking or razing buildings		\$100.00
Principal buildings		\$200.00
Accessory buildings		\$50.00
Failure to obtain approved permit prior to commencement of work		
First violation		Double permit fees
Subsequent violation		Double permit fees, plus citation
Abnormalities		
Building, Electrical, HVAC, and Plumbing - plan review and inspections	As determined by the Building Inspection Superintendent, with approval from the Director of Community Development	
Zoning - plan review and inspections	As determined by the Zoning Administrator, with approval from the Director of Community Development	
Other	As determined by the Director of Community Development	

\* Please note that any project that requires the review of setback requirements or site plan will trigger zoning fees.

Contact us at [CommunityDevelopment@stevenspoint.com](mailto:CommunityDevelopment@stevenspoint.com) with any questions or concerns | [www.stevenspoint.com](http://www.stevenspoint.com)