

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, then permit will be put on hold until the information is received and the 10-day review period will start again. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions. It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.


## INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.925 .6726 with the permit number.

## REQUIRED SIGNATURES

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

| PROPERTY OWNER | CONTRACTOR |
| :--- | :--- |
|  | Company Name |
| Print Name | Print Name |
| Mailing Address | Mailing Address |
| City/State/ZIP | City/State/ZIP |
| Phone | Phone |
| Email | Email |

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.


