

# Village of Sussex INFORMATION NEEDED FOR A NEW HOME BUILDING PERMIT APPLICATION

- Wisconsin Uniform Building Permit application form completely filled out. *SBD 5823*
- Two (2) surveys with an original survey or seal imprinted in red or embossed on the survey. **Survey to show all dimensions, including curb elevations and driveway location with driveway dimensions and closest driveway side yard setback. Show setbacks to all related conservancy lines.**
- One PDF version and two (2) sets of paper plans** (one architecturally approved) with all floor plans, elevations, and sectional views needed so the Inspector has all information needed to accurately assess plans and determine compliance. **Reverse plans will not be accepted.**
- Erosion Control permit and E.C. Plan marked on one survey as it will be installed.  
***Note: E.C. (including fencing and gravel tracking pad) must be installed, inspected, and approved prior to permit issuance.***
- Fireplace Permit (if applicable) completely filled out and fireplace installation instructions.
- Energy Worksheet (heat calcs). State-approved forms.
- Wall Bracing Compliance Worksheet.
- Written subdivision architectural approval needed.
- Occupancy, Road & Landscape/Grading Bond forms.
- Copy of State Dwelling Contractor and Dwelling Contractor Qualifier Certifications.
- A permit application fee of \$300 is required upon submission of the building permit application. Fee will be applied to total cost of permit. *NOTE: If permit is not paid for within 30 days of issuance, or is changed or canceled, the \$300 may be forfeited.*
- No person or personal property shall occupy the building until all fees are paid and a Certificate of Occupancy is issued.
- New: It is required to provide preconstruction photos of all sidewalks along lot if applicable. Any damage to sidewalks will be the responsibility of builder/owners and may affect bond refunds.**

**Sussex Building Inspection Department**  
**Phone: (262) 246-5212**  
**Fax: (262) 246-5222**



## **INFORMATION THAT NEEDS TO BE SHOWN ON PLANS**

The following is a checklist for submitting drawings and information when making application for a Wisconsin Uniform Building Permit:

### ***Drawings must be legible and drawn to scale and dimensioned and include:***

- A current survey** showing the location of the dwelling and any other buildings, wells and disposal systems on the property with respect to property lines.
- Floor plans** that show the size and locations of:
  - Rooms**                       **Doors**                       **Windows**
  - Structural features** - size, species and grade of lumber or other structural material for joists, beams, rafters, headers, studs and columns; strength, thickness and reinforcement (if any) of concrete for footings, foundations, floors and other concrete work; height and thickness of concrete and/or masonry construction.
  - Exit passageways** (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights).
  - Plumbing fixtures** (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.
  - Chimney(s)** - also include the type of construction (masonry or factory built) and rating, if metal.
  - Location and construction details of the braced wall lines.**
  - Heating equipment.**
  - Cooling equipment** (central air conditioning, if provided).
  - Attic access.**
  - Fire separation** between dwelling and attached garage.
  - HVAC distribution** layout.
- Elevation drawings** that show:
  - Information on exterior appearance.
  - Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level.
- Cross-sectional drawing** that shows:
  - Exterior grade level.
  - Footing and foundation wall sizes and types of materials.
  - Exterior wall construction identifying materials used (including insulation and vapor barrier).
  - Roof construction identifying materials used (including insulation and vapor barrier).
  - Floor construction identifying materials used (including insulation, if used).
- Any **additional information** to help determine compliance with the code, such as:
  - Location of electrical outlets, lights, switches, main distribution panel and smoke detector.
  - Manufacturer's name, model number and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed.
  - Size and location of ventilation openings for attics and crawl spaces (can be shown on floor plans or elevation plans).
  - Location of any exhaust fans to be installed.
- Energy worksheet**, filled out completely, must be submitted. Note: the "system design" method of heat loss calculating should be seriously considered for best cost-benefit results.
  - HVAC Worksheet 2001-23-65 Rev.
- Water Calcs – Plumbing**



N64W23760 Main Street

Sussex, Wisconsin 53089

Phone (262) 246-5212

FAX (262) 246-5222

Email: [building@villagesussex.org](mailto:building@villagesussex.org)

Website: [www.villagesussex.org](http://www.villagesussex.org)

## **INSPECTIONS REQUIRED**

1. **EROSION CONTROL** after fence and gravel tracking pad are installed and before any excavating is started.
2. **FOOTING INSPECTION** after forms are in place and before concrete is poured. Recertification form is to be signed by Surveyor and is to be given to Inspector.
3. **FOUNDATION INSPECTION** after walls are tarred and drain tile and stone are in place.
4. **ROUGH CARPENTRY INSPECTION** after framing is complete.
5. **ROUGH PLUMBING INSPECTION** (separate permit required).
6. **ROUGH ELECTRIC AND SERVICE INSPECTION** (separate permit required). If outlet location letter is supplied, a copy must be submitted to the building inspection office. Ladder is required for access to basement.
7. **ROUGH HVAC INSPECTION** (separate permit required).
8. **FIREPLACE INSPECTION** (separate permit required).

***NOTE: BUILDING MUST BE WEATHER-TIGHT BEFORE INSTALLING INSULATION. (exterior covering to be applied - i.e. siding, brick etc...)***

9. **INSULATION INSPECTION** after insulation and vapor barrier are in place. NOTE: Drywall is not to be delivered until after insulation is inspected and approved.
10. **PLUMBING BUILDING DRAIN INSPECTION.**
11. **BASEMENT DRAIN TILE INSPECTION.**
12. **SEWER & WATER LINE INSPECTION** (separate permit required).
13. **FINAL INSPECTION** after all work is complete. After satisfactory final inspection and after all fees have been paid, an Occupancy Permit will be issued.

***NOTE: NO ONE OR ANYTHING IS ALLOWED IN THE BUILDING UNTIL AN OCCUPANCY PERMIT IS ISSUED.***

### **NOTES:**

1. Inspections are performed between 9:30 a.m. and 3:30 p.m. Additional fee may be charged if re-inspection is required.
2. Occupancy Permit required to use house as a model.
3. Inspections will be called in a minimum of 24 hours in advance of required inspection.
4. Starting work without a permit or permits will result in double fees.
5. Failure to comply with State or local codes will result in a STOP WORK ORDER.
6. Failure to cancel an inspection a minimum of 2 hours before results in re-inspection fee.

***CALL FOR INSPECTIONS AT 246-5212  
MONDAY THROUGH FRIDAY, 8:00 A.M. - 9:30 A.M.***

Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73	<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>  <b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]	Application No.  Parcel No.																									
<b>PERMIT REQUESTED</b> Constr.    HVAC    Electric    Plumbing    Erosion Control    Other:																											
Owner's Name		Mailing Address	Tel.																								
Contractor Name & Type		Lic/Cert#	Mailing Address																								
Dwelling Contractor (Constr.)			Tel. & Fax																								
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.																									
HVAC																											
Electrical																											
Plumbing																											
<b>PROJECT LOCATION</b>	Lot area    Sq.ft.	One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W																								
Building Address		Subdivision Name	Lot No.    Block No.																								
Zoning District(s)	Zoning Permit No.	<b>Setbacks:</b>	Front    ft.    Rear    ft.    Left    ft.    Right    ft.																								
<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b> <b>12. ENERGY SOURCE</b>																								
New                      Repair Alteration              Raze Addition                Move Other:	Single Family Two Family Garage Other:	Entrance Panel Amps: _____ Underground Overhead	Furnace Radiant Basebd Heat Pump Boiler Central AC Fireplace Other:																								
<b>2. AREA INVOLVED (sq ft)</b>	<b>4. CONST. TYPE</b>	<b>7. WALLS</b>	<b>10. SEWER</b>																								
	Site-Built Mfd. per WI UDC Mfd. per US HUD	Wood Frame Steel ICF Timber/Pole Other:	Municipal  Sanitary Permit# _____																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				Totals				<b>5. STORIES</b>	<b>8. USE</b>	<b>11. WATER</b>
	Unit 1	Unit 2	Total																								
Unfin. Bsmt																											
Living Area																											
Garage																											
Deck																											
Totals																											
	1-Story 2-Story Other: Plus Basement	Seasonal Permanent Other:	Municipal On-Site Well																								
		<b>13. HEAT LOSS</b>																									
		_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																									
		<b>14. EST. BUILDING COST w/o LAND</b>																									
		\$ _____																									
I understand that I am: subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; 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 above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, 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.																											
<b>I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.</b>																											
<b>APPLICANT (Print:)</b> _____ <b>Sign:</b> _____ <b>DATE</b> _____																											
<b>APPROVAL CONDITIONS</b> This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <b>See attached for conditions of approval.</b>																											
<b>ISSUING JURISDICTION</b> Town of    Village of    City of    County of    State→    State-Contracted Inspection Agency#:    Municipality Number of Dwelling Location																											
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>																								
Plan Review	\$ _____	Construction																									
Inspection	\$ _____	HVAC																									
Wis. Permit Seal	\$ _____	Electrical																									
Other	\$ _____	Plumbing																									
Total	\$ _____	Erosion Control																									
		<b>PERMIT ISSUED BY:</b>																									
		Name _____																									
		Date _____ Tel. _____																									
		Cert No. _____																									

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division  
P O Box 2509  
Madison, WI 53701-2509

(Part of Ply 4 for Applicants)

### **Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

### **Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

### **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application Uniform Erosion Control Permit *Village of Sussex*

Permit #:	Key #:
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N64 W23760 Main St., Sussex WI 53089

(262) 246-5212 Office

(262) 246-5222 Fax

Owner's Information			
Name:		Address:	
City, State, Zip:		Telephone: (    )	
Contractor's Information			
Contractor/Company Name:		Address:	
Contact Name:		City, State, Zip:	
Telephone #: (    )			
Project Information			
Project Location:		Subdivision Name:	
Lot:	Block:	Description of the Project:	
<p>Total lot area _____ sq.ft.    Area to be disturbed by construction _____ sq. ft.    Duration of land disturbance _____ days.</p> <p>Estimated date when permanent seeding/sodding will be installed: _____.</p> <p>Distance between disturbed area and any body of water or wetland _____ ft.</p> <p><b>For land disturbing activities covering less than one acre (43,560 sq.ft.), please submit a survey map to include the following information:</b>  <i>Existing site conditions, elevations/grade, project boundaries, proposed stock pile locations, proposed erosion control devices and location, final site conditions with grade, temporary drive locations, bodies of water within 200 feet of property.</i></p> <p><b>For land disturbing activities covering more than one acre, refer to Ordinance.</b></p> <p><b>** Re-inspection Fee is \$30.00</b> <span style="float: right;"><b>**Work started prior to Permit doubles the fees.</b></span></p> <p>The applicant has reviewed and understands the Municipal Code regarding Erosion Control, and shall implement the control plan for this project as approved by the Municipality; understands that the issuance of the permit created no legal liability, express or implied, of the department, municipality, agency or inspector; and certifies that all the above information is true and correct. <i><b>I understand that all fees are non-refundable.</b></i></p> <p>Signature of Applicant: _____ Date: _____</p> <p>Print Name: _____</p>			
Conditions of Approval			
<p>This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties or forfeitures. Please have permit/application number and address when requesting inspections and give at least 24 hours notice for said inspections. Erosion control is to be installed and maintained until lawn is established (at least three cuttings). Lawn must be installed within one growing season.</p> <p>_____</p> <p>_____</p>			
Fees	Permit(s) Required	Permit Expiration	Municipal Agent
Plan Review Fee _____ Inspection Fee _____ Administration Fee _____ Other _____ TOTAL        \$ _____ _____ paid check # _____	<input type="checkbox"/> Construction _____ <input type="checkbox"/> HVAC _____ <input type="checkbox"/> Electrical _____ <input type="checkbox"/> Plumbing _____ <input type="checkbox"/> Other _____	Permit Expires Per Ordinance  _____	Name: _____  Date: _____  Certification #: _____

PERMIT # \_\_\_\_\_

KEY NO. \_\_\_\_\_

VILLAGE OF SUSSEX  
WAUKESHA COUNTY  
WISCONSIN

APPLICATION FOR FIREPLACE/STOVE PERMIT

Owner's Name	Mailing Address	Telephone
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Contractor's Name	Mailing Address	Telephone
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Project Location	Subdivision Name	Lot	Block
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Description of Installation

<input type="checkbox"/> Install	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Solid Fuel	Make _____
<input type="checkbox"/> Replace	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Gas	Model _____
<input type="checkbox"/> Repair	<input type="checkbox"/> Chimney	<input type="checkbox"/> Electric	Listing _____

Estimated Cost of Above Work \$ \_\_\_\_\_

The applicant agrees to comply with the Village of Sussex Municipal Code and the Wisconsin Uniform Dwelling Code and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is accurate.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

CONDITIONS OF APPROVAL. This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.  
INSTALL PER MANUFACTURER'S SPECS. DRAFT & FIRE STOP PER ILHR 20-25.  
SECURE INSULATION AWAY FROM UNIT, SECURE IN SPACE. HEARTH TO HAVE PROPER PROTECTION FROM COMBUSTIBLE SURFACE - SEE MANUFACTURER'S SPECS FOR PROPER MATERIAL.

FEES	PERMIT ISSUED BY:
_____	_____
_____	_____
_____	_____

Total \$ \_\_\_\_\_

A final inspection (is) (is not) required. Arrange for an inspection to be performed upon immediate completion of work.

## Wall Bracing Compliance Worksheet

Complete this worksheet or provide equivalent information on the plans submitted with the permit application.

Sketch and dimension the building plan and the wall bracing rectangle(s) per 321.25(8)(c)1. and Figure 321.25-B. Provide and label additional sketches if the building plan/rectangles change at different floor levels.

Indicate applicable Wall Bracing Method for each level (see Table 321.25-G), each labeled rectangle if more than one [see 321.25(8)(c)], and amount of bracing (# of braced panels or length of braced wall required) per the respective table (provide additional worksheets for additional rectangles as needed):

Rectangle: \_\_\_\_\_ Wall Ht. = \_\_\_\_\_ Eave to Ridge Ht. = \_\_\_\_\_ Max. Opening Ht. = \_\_\_\_\_ Wind Exp. = \_\_\_\_\_

Walls Supporting:	Intermittent method (LIB, DWB, WSP, SFB, GB, PCP) and # of panels per Table 321.25-I Min. panel width (Table 321.25-G) = _____	Continuous method (CS-WSP, CS-SFB) and total length required per Table 321.25-J Min. panel width (Table 321.25-H) = _____	PF Method (see Figure 321.25-A). Indicate number of PF panels 16-24" wide provided. Min. PF width (Fig. 321.25-A) = _____
	Long side      Short side	Long side      Short side	Long side      Short side
Roof and ceiling only			
One floor, roof and ceiling			
Two floors, roof and ceiling			

Rectangle: \_\_\_\_\_ Wall Ht. = \_\_\_\_\_ Eave to Ridge Ht. = \_\_\_\_\_ Max. Opening Ht. = \_\_\_\_\_ Wind Exp. = \_\_\_\_\_

Walls Supporting:	Intermittent method (LIB, DWB, WSP, SFB, GB, PCP) and # of panels per Table 321.25-I Min. panel width (Table 321.25-G) = _____	Continuous method (CS-WSP, CS-SFB) and total length required per Table 321.25-H Min. panel width (Table 321.25-H) = _____	PF Method (see Figure 321.25-A). Indicate number of PF panels 16-24" wide provided. Min. PF width (Fig. 321.25-A) = _____
	Long side      Short side	Long side      Short Side	Long side      Short side
Roof and ceiling only			
One floor, roof and ceiling			
Two floors, roof and ceiling			

**PF Method:** For Intermittent bracing, per Table 321.25-I footnote 'h', each PF panel (16-24" wide per Figure 321.25-A) counts as 1/2 of a braced wall panel when determining compliance with Table 321.25-I. For Continuously Sheathed bracing, the actual length of each PF panel (16-24" wide per Figure 321.25-A) in feet counts toward the required total length of bracing required. For intermittent or continuous methods, each PF panel meeting min. required width of Fig. 321.25-A counts as a braced wall panel when evaluating panel spacing per Fig. 321.25-C.

**Indicate location of required braced wall panels determined above on each rectangle side as required by Figure 321.25-C.**

# VILLAGE OF SUSSEX

DEPARTMENT OF BUILDING INSPECTION  
N64 W23760 Main Street, Sussex, WI 53089  
(262) 246-5212 / Fax (262) 246-5222

## CASH BONDS

for Occupancy, Cleaning & Repair of Streets  
and Landscaping/Grading/Digging/Erosion Control

PROJECT LOCATION \_\_\_\_\_

OWNER \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Tax Key \_\_\_\_\_

Building Permit # \_\_\_\_\_

Residential

Commercial

Industrial

**BOND(S) POSTED BY:**     Owner     Contractor

**AMOUNT OF CASH BOND**

**OCCUPANCY**

This Cash Bond is posted in accordance with Section 15.30 of the Municipal Code of the Village of Sussex.

\$ \_\_\_\_\_

**CLEANING & REPAIR OF STREETS, SIDEWALKS, CURBS, ETC.**

This Cash Bond is posted in accordance with Section 7.58 of the Municipal Code of the Village of Sussex.

\$ \_\_\_\_\_

**LANDSCAPING/GRADING/DIGGING/EROSION CONTROL**

This Cash Bond is posted in accordance with Section 15.31 of the Municipal Code of the Village of Sussex.

\$ \_\_\_\_\_

**I have read, understand, and agree to the terms of these bonds.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Person Posting Bond(s)

### REFUND OF OCCUPANCY BOND

When all conditions are met, the bond will be refunded to the party who posted it, unless otherwise authorized:

I, \_\_\_\_\_, authorize the Village of Sussex to refund the Occupancy Bond to:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

### REFUND OF STREET CLEANING AND LANDSCAPE BOND(S)

When all conditions are met, the bonds will be refunded to the party who posted them, unless otherwise authorized:

I, \_\_\_\_\_, authorize the Village of Sussex to refund the Street Cleaning and Landscape Bonds to:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

(Village Staff Use Only)

Refund of **OCCUPANCY BOND** is hereby authorized in the amount of \$ \_\_\_\_\_ to:     Owner

Party authorized above

Additional charges owed in addition to Cash Bond on deposit \$ \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Refund of **LANDSCAPE AND STREET CLEANING BONDS** is hereby authorized in the amount of \$ \_\_\_\_\_ to:

Owner     Party authorized above

Additional charges owed in addition to Cash Bond on deposit \$ \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date