

**APPLICATION FOR ADMINISTRATIVE COMMERCIAL PERMIT**

**INCLUDES BUILDING CONSTRUCTION, HVAC, PLUMBING, AND ELECTRICAL**

TOWN OF HOLLAND, SHEBOYGAN COUNTY, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013

**SEND PERMIT APPLICATIONS AND FEES PAID BY CHECK MADE PAYABLE TO "TOWN OF HOLLAND" TO:  
THOMAS HUENINK, TOWN OF HOLLAND BUILDING INSPECTOR, 50 HICKORY DRIVE, CEDAR GROVE, WI 53013**

ADDRESS OF CONSTRUCTION/IMPROVEMENT/REPAIR: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ OWNER PHONE #: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

APPLICANT NAME AND PHONE # (IF DIFFERENT THAN OWNER): \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ CONTRACTOR PHONE #: \_\_\_\_\_

CONTRACTOR MAILING ADDRESS: \_\_\_\_\_

**PROPERTY & BUILDING INFO** LOT SIZE: \_\_\_\_\_ FEET WIDE BY \_\_\_\_\_ FEET DEEP **OR** \_\_\_\_\_ acres

DESCRIBE WORK TO BE PERFORMED (examples: new construction, repair/replacement, HVAC, electrical, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH BUILDING PLANS FOR THE PROPOSED WORK TO BE PERFORMED TO THIS APPLICATION IF APPLICABLE.**

LIST APPROXIMATE VALUE OF **CONSTRUCTION**: \_\_\_\_\_ **HVAC**: \_\_\_\_\_ **ELECTRICAL**: \_\_\_\_\_

**NEW STRUCTURES OR ADDITIONS TO STRUCTURES**

SIZE: \_\_\_\_\_ FT x \_\_\_\_\_ FT HEIGHT: \_\_\_\_\_ FT ZONING: \_\_\_\_\_

SETBACKS FROM PROPERTY LINES: STREET \_\_\_\_\_ FT. REAR \_\_\_\_\_ FT. SIDE \_\_\_\_\_ FT. SIDE \_\_\_\_\_ FT.

**CHECK THE FOLLOWING IF APPLICABLE (NO ADDITIONAL FEE – FOR INFORMATIONAL PURPOSES):**

**HVAC**

☐ HOT WATER OR STEAM SYSTEM

○ NEW INSTALLATION – QUANTITY: \_\_\_\_\_

○ REPLACEMENT OF BOILER TO  
EXISTING SYSTEM – QUANTITY: \_\_\_\_\_

○ ADD'L RADIATION OR EXTENSION –  
QUANTITY: \_\_\_\_\_

☐ WARM AIR SYSTEM

○ NEW INSTALLATION – QUANTITY: \_\_\_\_\_

○ REPLACEMENT TO EXISTING DUCT  
WORK – QUANTITY: \_\_\_\_\_

○ ADDED RADIATION AND ADDED  
DUCT WORK – QUANTITY: \_\_\_\_\_

- ☐ CONVERSIONS  
(CIRCLE ONE: RESIDENTIAL / COMMERCIAL  
/ INDUSTRIAL ) – QUANTITY: \_\_\_\_\_

- ☐ WALL FURNACES – QUANTITY: \_\_\_\_\_  
☐ AIR CONDITIONING ( CIRCLE ONE:  
PERMANENT WALL TYPE / CENTRAL AIR) –  
QUANTITY: \_\_\_\_\_

**PLUMBING**

- ☐ TRAPPED FIXTURES -- QUANTITY: \_\_\_\_\_  
☐ STUBS FOR FUTURE FIXTURE -- QUANTITY: \_\_\_\_\_  
☐ WATER HEATER -- QUANTITY: \_\_\_\_\_  
☐ WATER SOFTENER-- QUANTITY: \_\_\_\_\_

- ☐ FLOOR DRAIN TO SEWER-- QUANTITY: \_\_\_\_\_  
☐ SLOP SINK-- QUANTITY: \_\_\_\_\_  
☐ CONNECTIONS TO PRIVATE WELL OR  
WATER SUPPLY -- QUANTITY: \_\_\_\_\_

**ELECTRICAL**

- ☐ ≥1 RECEPTACLE OULETS -- QUANTITY: \_\_\_\_\_  
☐ ≥1 FIXTURE OUTLETS -- QUANTITY: \_\_\_\_\_  
☐ FIXTURES -- QUANTITY: \_\_\_\_\_  
☐ RANGES -- QUANTITY: \_\_\_\_\_  
☐ DRYERS -- QUANTITY: \_\_\_\_\_  
☐ WATER HEATERS -- QUANTITY: \_\_\_\_\_  
☐ TEMPORARY SERVICE -- QUANTITY: \_\_\_\_\_

- ☐ BILLBOARDS AND SIGNBOARDS --  
QUANTITY: \_\_\_\_\_  
☐ ELECTRIC HEATING -- QUANTITY: \_\_\_\_\_  
☐ HOME ELECTRIC HEATING -- QUANTITY: \_\_\_\_\_  
☐ MOTORS -- QUANTITY: \_\_\_\_\_

The undersigned hereby applies for a permit to do the work above described, and hereby agrees that such work will be done in accordance with the descriptions herein set forth in this statement; and it is further agreed to construct, alter, repair and install in strict compliance with Town of Holland Ordinances and the State Building Code of Wisconsin and to obey any and all lawful orders of the inspector of buildings of the Town of Holland. The privilege as granted above is granted only on the condition that by the acceptance of the privilege, the said undersigned, shall become primarily responsible and liable for any and all damage to persons or property caused by and arising from the grant and exercise of such privilege.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE NOTE THAT ON-SITE INSPECTIONS OF COMMERCIAL PROPERTY WILL NOT BE CONDUCTED BY THE TOWN OF HOLLAND BUILDING INSPECTOR. THIS PERMIT IS FOR ADMINISTRATIVE PURPOSES ONLY, AND ALL COMMERCIAL BUILDING PROJECTS MUST BE APPROVED BY THE STATE BUILDING INSPECTOR PRIOR TO START OF CONSTRUCTION. FURTHER INFORMATION CAN BE FOUND AT [WWW.TOWNOFHOLLAND.COM](http://WWW.TOWNOFHOLLAND.COM).**

**PERMIT ISSUANCE OR DENIAL (TO BE COMPLETED BY TOWN OFFICE ONLY):**

\_\_\_\_\_ **APPROVED** – PERMISSION FOR THE WORK ABOVE DESCRIBED, IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF HOLLAND ZONING ORDINANCE OR THE FINDINGS OF THE TOWN BOARD OF APPEALS IS HEREBY GRANTED

FEE RECEIVED: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

SIGNATURE OF ISSUING OFFICIAL: \_\_\_\_\_

\_\_\_\_\_ THIS BOX SHOULD BE CHECKED IF PERMIT APPROVED FOLLOWING CONDITIONAL USE PERMIT OR SPECIAL EXCEPTION APPROVAL BY THE TOWN PLAN COMISSION OR VARIANCE APPROVAL BY THE TOWN BOARD OF APPEALS

\_\_\_\_\_ **DENIED** – PERMISSION FOR THE CONSTRUCTION ABOVE IS DENIED FOR THE FOLLOWING REASON(S):

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TOWN OF HOLLAND, SHEBOYGAN COUNTY  
W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of 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 2-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.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR ASSISTANCE WITH THIS APPLICATION OR FOR QUESTIONS ABOUT ORDINANCES AS THEY RELATE TO REQUIRED BUILDING PERMITS, PLEASE CONTACT THE TOWN OFFICE:  
920-668-6625 OR AT [CLERK-TREASURER@HOLLANDWI.GOV](mailto:CLERK-TREASURER@HOLLANDWI.GOV).**