



ELECTRICAL PERMITS & ELECTRICAL LICENSING



An electrical permit is required when any electrical work is being done in conjunction with a building permit. If no building permit is required, and more than three outlets (receptacles, lights, switches, etc.) are added, an electrical permit is required. (This usually excludes minor repairs).

The owner of an existing single-family dwelling where they reside may obtain an electrical permit for wiring in that dwelling. New residences work on electrical services and all other wiring in the City must be done by an electrical contractor licensed in Green Bay. If you are hiring a licensed electrical contractor to do the wiring they will submit the electrical permit. (There is no need for you to meet with an electrical inspector in City Hall).

If you intend to do the wiring yourself you must meet with one of the electrical inspectors in City Hall at 100 N. Jefferson Street. Please call 448-3300 to schedule an appointment. Please bring a floor plan with you showing the location of all receptacles, lights, switches, etc. that you intend to install. The inspector will then ask you some basic wiring questions to determine if you are knowledgeable about that wiring, such as:

- What type of wiring are you using?
- What is the size of the wire?
- What size overcurrent device will protect the wire?
- How will you ground the devices or equipment?
- Is ground fault protection required?

If you can answer these basic wiring questions and/or others, the inspector can issue an electrical permit to you.

To become a licensed electrical contractor in the City of Green Bay, you must submit the following:

1. A copy of the state master electrician certification for the contractor or a full-time employee (more than 30 hours per week) of the contractor who will be signing electrical permits.
2. State on your company letterhead with business address and phone number that the state certified master electrician is the owner of the company or works more than 30 hours per week for the company. Also, state that the certified master electrician is "not using their state certification to obtain an electrical contractor's license for any other company".
3. A current, original copy of your company's certificate of insurance for public liability (with bodily injury and property damage limits of at least \$500,000 per occurrence and \$500,000 aggregate), and also \$500,000 of products-completed operations coverage.
4. \$100 for the initial license fee. The license is renewed annually on July 1 for \$50. If the license is not kept current by renewing annually, the \$100 initial license fee will be assessed again to obtain a new license.

Please see reverse side for more information.

Attention Electrical Contractors:

Before any electrical work can begin, the permit and permit fee needs to be received by the Inspection Division. No appointments can be scheduled until this happens.

In a case where the building contractor paid for all the permits, it is the electrical contractor's responsibility to send or fax (448-3117) a copy of the electrical permit.

On commercial permits please fax the fault current information when required.

Obtain Your Electrical Permit Online

Complete the City of Green Bay Electrical Permit form and submit the signed permit to the Inspection office by fax (920) 448-3117 or scan and email inspmail@ci.green-bay.wi.us. (The permit must have a signature to be valid.)

Upon review and approval by Inspection office staff, you will be notified of your Project # and Permit Fee. This information is required to make payment online.

Make Payment Online

The City of Green Bay Inspection Division offers the option to pay for electrical permits online through Government Payment Services. Upon notification of your payment to Government Payment Services, the permit will be valid.

The following basic information is needed when completing a payment online.

1. Pay Location Code: 6446
2. Applicant name
3. Project street address
4. Project number
5. Amount owed
6. A valid MasterCard, VISA, Discover, or American Express card.

After you enter the Pay Location Code, you will be guided through a series of questions.



Go to www.govpaynow.com to begin the payment process. This site will open in a new browser window.

Note: Government Payment Services is an independent company that charges a fee for its services. The City receives no part of that fee.



LICENSE CONTRACTOR ELECTRICAL PERMIT

Project Address: _____

Owner: _____

Electrical Contractor: _____

Electrical Contractor's Phone #: _____ Cell #: _____

Owner's Phone #: _____ Cell #: _____

Value of work: \$ _____

OCCUPANCY

- Single-Family Commercial Educational
 Two-Family
 Multi-Family

SAMPLE

PERMIT

- Alteration Re
 Remodeling Sign Detached garage
 Other

lot tub/spa

Addition

JOB DESCRIPTION

CONTRACTOR STATEMENT: I hereby certify that the above wiring upon completion will be in compliance with the applicable Federal, State, local electrical codes and utility service rules. "ENERGIZING THE DESCRIBED WIRING WILL IN NO WAY CREATE A HAZARD"

Signed: _____ Date: _____

INSPECTOR STATEMENT: I hereby certify that the work completed as of date signed complies with applicable codes.

Signed: _____ Date: _____

Online Payment

The information below shall be provided for notification of project number and permit fee. This information is required to make payment online.

- Phone _____ Fax _____ Email _____

The City appreciates the commitment property owners give to keep our neighborhoods healthy & safe.

“Our mission is to guide the evolution of the community by preserving, enhancing, and developing sound economic opportunities and sustainable neighborhoods with balanced living choices.”

**City of Green Bay
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www.green-bay.org
inspmail@ci.green-bay.wi.us**