



Permit # _____

108 N Capron St
Berlin, WI 54923
Phone: (920) 361-5400
Fax: (920) 361-5405
www.cityofberlin.net

Heating & A/C Permit Application

(use for remodels and replacements)

Project Address	_____ Parcel # _____				
Applicant	Owner	Contractor	Tenant	Other (describe) _____	
Owner / Tenant	Name _____		Email _____		
	Address _____		Phone _____		
Contractor	Company Name _____		Phone _____		
	Contact _____		Email _____		
	Address _____				
	_ State Credential #'s _____		_____		
	HVAC Contractor Lic # _____		HVAC expiration date _____		
Type of Work	Heating	Air Conditioning	Both	New System	
Use	Residential	Commercial			
Chimney Type	B-Vent	Direct Vent	Existing Masonry	Lined Masonry	Single Wall
Appliance Type	Air Conditioner	Air Handler	Elec Unit Heater	Gas Boiler	Gas Furnace
	Gas Unit Heater	Oil Boiler	Oil Furnace	Roof Top Unit	Other _____
Project Description **Include the # of appliances and BTU's for each appliance**	_____ _____ _____ _____				
Value of Job \$ _____ (Value for materials & labor) Permit Fee _____ Issue Date _____					
Payment by: Check # _____ Cash Credit/Debit Card (office or online only)					
<i>I certify the above information is complete and accurate. Any deviations from the above submitted information may require additional permits to be obtained. I acknowledge and agree to these terms.</i>					
Name: _____ (Please print)			Date: _____		
Signature: _____					

(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.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

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: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.