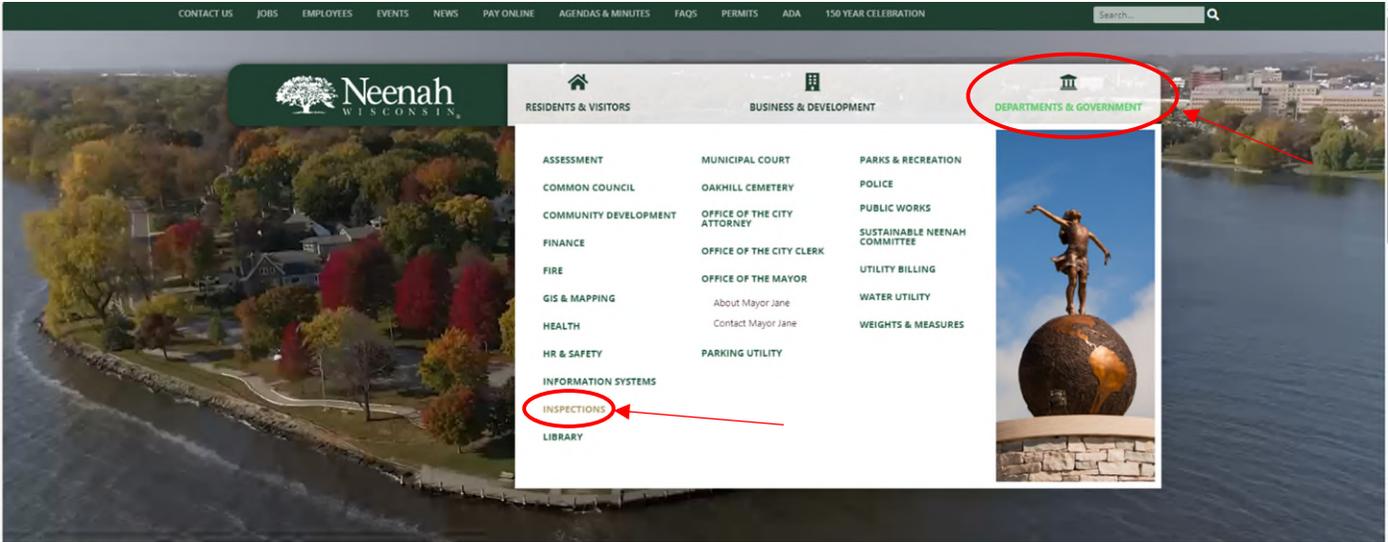


# APPLY FOR A PERMIT ONLINE



## Inspections

Inspections: Division of Community Development

211 Walnut St., Rm. 313, P.O. Box 426, Neenah, WI 54956 | 920-886-6130 | 920-886-6129 | Contact Us

Subscribe

**Office Hours:**  
Monday — Friday 7:30 a.m. – 9:30 a.m.

**Inspection Hours:**  
Memorial Day – Labor Day  
Monday – Thursday 9:30 a.m. – 3:30 p.m.  
Friday- 9:30 a.m. – 11:30 a.m.

Search...

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[When Do I Need A Permit?](#)

[Online Permitting Services & Code Enforcement](#)

[Permits, Forms, Applications, & Fees](#)

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[License Info For Contractors & Homeowners](#)

[Municipal Codes](#)



Request an Inspection



Apply for a Permit



Fee Schedules



General Information

**City of Neenah & E-Plan Exam Commercial Plan Submission Portal**

Welcome and thank you for your submission! This portal is for Electronic Commercial Plan Submissions only for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Systems. Should you have any questions, please do not hesitate to contact the City of Neenah Building Inspection Department at (920) 886-6130.

Click the link above to apply for **Commercial Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Plan Review**

The city of Neenah is pleased to announce a new partnership for commercial plan review with E-Plan Exam out of Brookfield, WI. All commercial plans that would have normally been submitted to the State of Wisconsin may now be submitted through E-Plan Exam. Plan review(s) will be completed within 15 business days of when all required paperwork and fees have been submitted.



PERMITTING

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CITY

[DEPARTMENT WEBSITE](#)

[NEENAH WEBSITE](#)

[PLANNING WEBSITE](#)

[BUILDING ACTIVITY REPORTS](#)

# Welcome to City of Neenah Inspection Dept. Online

Use the [Apply for a Permit](#) option, on the left, to apply for permits and submit plans and related documents. Please call 920-886-6130 or via email at [inspections@neenahwi.gov](mailto:inspections@neenahwi.gov)

\*Please note: we issue one permit to the applicant to cover construction, electrical, hvac, and plumbing. Contractor contracts are added to the application\*

Request an inspection [here](#). To cancel an inspection, please contact the Inspections Department via phone at 920-886-6130 or via email at [inspections@neenahwi.gov](mailto:inspections@neenahwi.gov)

With questions or concerns email us at [inspections@neenahwi.gov](mailto:inspections@neenahwi.gov)

Make sure your pop-up blocker is turned off.

ACCOUNT LOGIN

New applicants will need to create a [New Account](#) in order to apply for permits through this site.

If you have an account or recently obtained a permit and are having trouble with your log-in, please contact the City of Neenah Inspections via phone 920-886-6130 or e-mail [inspections@ci.neenah.wi.us](mailto:inspections@ci.neenah.wi.us)

Email

Password

[Forgot or Reset Password?](#)

Login

Cancel

## Log-in or create a new account

### SELECT PERMIT TYPE

Category

Select category

- Select category
- Commercial/Manu. Farm Building
- Electrical
- Erosion Control
- Fences
- HVAC
- Moving
- Parking Lot
- Plumbing
- Plumbing Lateral & Sitework
- Pools
- Raze
- Residential Building
- Right of Way
- Signs
- Solar/Wind/Geo

#### PERMITTING

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#### CODE ENFORCEMENT

CODE ENFORCEMENT SEARCH

#### PROJECT

Select Permit Category from menu

Neenah  
WISCONSIN

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CODE ENFORCEMENT SEARCH

PROJECT

**SELECT PERMIT TYPE**

Category  
Select category

Type

Cancel Next

Once the Permit Category is selected, then the Permit Type dropdown will populate with the options

BEFORE YOU BEGIN

Check all of the checklist items to move to the next step.

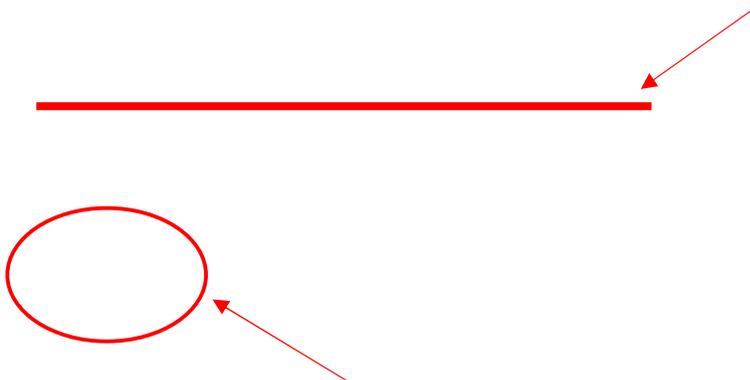
If your permit application requires a document upload, please make sure you have any necessary information ready to submit with your online permit application.

A plan showing the fence location and heights relative to any structures and your property lines. Parcel maps can be printed at <https://gis.ci.neenah.wi.us/parcelviewer/> (document upload)  
[Link to Document](#)

[Click here to view the Fence handout which contains all related permit info and required info for permit submittal.](#)  
[Link to Document](#)

Permit fees are non refundable

This checklist varies by permit, however, all need to be checked to proceed



**ENTER ADDRESS**

Enter house number and street name with direction (N, S, E, or W), and no suffix (St, Rd, Ln, Trl, Blvd, etc)

If you are unable to find the desired address using the below search, please verify the property is within the City of Neenah.

The ZIP code, 54956, is used by City of Neenah, Village of Fox Crossing, Town of Neenah, Town of Clayton, Town of Vinland and others. Please check Neenah addresses on Google Maps. Shading for City properties is different from surrounding townships.

If you are still unable to find the desired address, after confirming the address is within the City of Neenah, please call Neenah Inspections at 920-886-6130.

House No

105

Street

n park

OR enter custom address

Custom Address

Cancel

Previous

Next

Enter property address. Example shown above

**ADDRESS SELECT**

<input checked="" type="checkbox"/>	105 N PARK AVE (80100010000)
-------------------------------------	------------------------------

Cancel

Previous

Next

Confirm the address that pulls up is the correct project address

### ENTER PERMIT DETAILS

Please complete all fields related to work proposed. (Scroll down to see all fields. Fields in Yellow must be completed)

Property Owner/Business

Is this a corner lot?

Project Description

Construction Cost

Fence 1 Type

Fence 1 Location

Fence 1 Height (ft)

Fence 1 Length (ft)

Fence 2 Type

Fence 2 Location

Fence 2 Height (ft)

Fence 2 Length (ft)

Cancel

Previous

Next

## Complete the Yellow fields for project (fence example)

### SELECT PERMIT CONTACTS

Use add contacts to add ALL subcontractors applicable to the permit being applied for (including but not limited to building, electrical, plumbing, HVAC, excavator, etc).

Add Contact

FINANCIAL CONTACT	CONTACT TYPE	ORGANIZATION	LAST NAME	FIRST NAME	EMAIL	PHONE
<input checked="" type="checkbox"/>	<input type="text"/>		K	K	kk	920

Cancel

Previous

Next

Add all subcontractors to permit. Account Holder will be auto-filled (hidden for privacy on this handout)

### UPLOAD DOCUMENTS

If required, upload necessary documents. **We are only able to accept PDF documents merged into a SINGLE file.**

Please merge all plans and like documents into one PDF file. Please DO NOT upload individual pages. There is free software available to you online to combine several PDF documents into one.

Enter Document Name

Drawing showing fence location and heights **Required**

## Upload drawings in a single file

### UPLOAD DOCUMENTS

If required, upload necessary documents. **We are only able to accept PDF documents merged into a SINGLE file.**

Please merge all plans and like documents into one PDF file. Please DO NOT upload individual pages. There is free software available to you online to combine several PDF documents into one.

Enter Document Name

Drawing showing fence location and heights **Uploaded**

## Once file is uploaded- the screen will update

### ESIGNATURE

**This application is NOT a permit. You will receive a payment request via e-mail once reviewed and approved by the City of Neenah Inspector.** Permits must be obtained before work is started and before inspections can be made. Only a homeowner who is also an occupant may apply for permits for work performed on their home. Electrical, HVAC and Plumbing permits will only be issued to contractors who are properly licensed, current and in good standing with the City of Neenah and/or State of Wisconsin.

I hereby testify the information in this application is true and correct. I, hereby certify that the work herein described will be done in accordance with all applicable codes, and that permission is granted to allow full access to said property for the purpose of performing inspections.

I agree to the conditions

## Click on checkbox to agree to the above statement and click finish