



Department of Public Works

August 24, 2020

Green Bay Department of Public Works  
100 N. Jefferson St., Rm. 300  
Green Bay, WI 54301

RE: Regular Business Hours September 8, 2020 and Reminder of Permitting Process

Dear Sir or Madam:

The City of Green Bay Department of Public Works reminds contractors that regular fall to spring business hours will resume on Tuesday, September 8, 2020, after Labor Day. On September 8, our business hours will return to Monday-Friday from 8:00 a.m. to 4:30 p.m.

**City Hall remains closed to the public at this time due to COVID-19 and City Hall staff is required to do business virtually without close contact with customers.**

Please keep these guidelines in mind when applying for permits from Public Works:

**1. Permit requests must be made online:**

[www.greenbaywi.gov/DPWDigitalServices](http://www.greenbaywi.gov/DPWDigitalServices)

If you need to excavate, only submit the excavation permit request form. Do not also submit an obstruction permit request form, as Public Works staff knows you need both permits when you request an excavation permit.

An excavation permit is needed if any form of digging is taking place in the sidewalk, grassy terrace area between the sidewalk and the street, or in the street itself.

**2. Permits are reviewed in the order they are received and within a 3-business day review period.**

A business day is a weekday (not Saturday or Sunday). If a permit application is submitted after 12:00 (NOON) on a weekday, the next following weekday is considered the first business day for review of your application.

Please contact our office in the following ways to receive service or ask questions:

Public Works – Engineering Division  
Phone: (920) 448-3100  
Email: [GreenBayPublicWorks@greenbaywi.gov](mailto:GreenBayPublicWorks@greenbaywi.gov)

Sincerely,

City of Green Bay Department of Public Works