



DEPARTMENT OF  
**PUBLIC  
WORKS**

**SIDEWALK  
CEMENT FINISHERS**

*Public Right-of-Way*

A license is required to construct or repair any concrete walk, curb and gutter, driveway or pavement in any public right-of-way.

**Section 9-33 Walks, curbs and other concrete work license.**

No person shall construct or repair any concrete walk, curb and gutter, driveway or pavement in any public right-of-way unless a license is obtained pursuant to this section.

The above license is issued by the Department of Public Works, 5<sup>th</sup> floor of the City Center building at 100 North Appleton Street, Appleton WI 54911. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

**Section 16-59 Permit**

Any person desiring to construct concrete sidewalk improvements shall secure a permit from the Department of Public Works. A charge as determined by the Common Council, which is on file in the City's Clerk's Office, is payable to the Director of Finance at the time the permit is secured. After the issuance of the permit, the Department of Public Works, shall set stakes indicating the line and grade of the sidewalk.

A permit may be obtained from the Engineering Division of the Department of Public Works located on the 5<sup>th</sup> floor of the City Center Building, 100 North Appleton Street between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. This form along with bond and insurance can also be emailed to [mark.lahay@appleton.org](mailto:mark.lahay@appleton.org).

**Section 16-61 Marking of improvements.**

All contractors shall mark, at the ends of each length of concrete sidewalk improvement constructed, the year in which constructed and the name of the contractor. No license shall be issued until the Department of Public Works has verified that contractor's nameplate conforms with established standards. See Detail Plate 2.

***Known suppliers of Name Plate Stamps are:***

Richmark Patterns, N1721 Greenwood Rd, Greenville WI 54913 920-757-6261

Aluma Cast & Bronze Foundry, 3200 E. Pershing St., Appleton WI 54911 920-739- 6282

DEPARTMENT OF PUBLIC WORKS-ENGINEERING DIVISION  
100 North Appleton Street, Floor 5, Appleton WI 54911 TEL (920) 832-6474

Detail Plate 2

