

# Permit Check – Off List

Do I need a permit and what kind?

## Projects:

- \_\_\_ Building (New Construction & Additions)
- \_\_\_ Building Remodel
- \_\_\_ Accessory Building, Garage, Shed, Boathouse
- \_\_\_ Siding/Roofing
- \_\_\_ Electrical
- \_\_\_ Plumbing
- \_\_\_ HVAC
- \_\_\_ Windows
- \_\_\_ Decks
- \_\_\_ Foundation
- \_\_\_ Minor Repairs
- \_\_\_ Building Demolition (Razing)
  
- \_\_\_ Sign Erection
- \_\_\_ Fence
- \_\_\_ Permanent Swimming Pool
- \_\_\_ Conditional Use
- \_\_\_ Variance Request
  
- \_\_\_ Fill/Grading Lot
- \_\_\_ Water & Sewer Laterals
- \_\_\_ Working in the Village Right-of-Way
- \_\_\_ Sidewalk
- \_\_\_ Driveway
- \_\_\_ Culvert under driveway
- \_\_\_ Erosion Control/Storm Water
- \_\_\_ Private Well
- \_\_\_ Forestry
- \_\_\_ Moving House or Building

## Permits Needed:

- Zoning/Building
- Zoning Building
- Zoning/Building
- Building
- Electrical
- Plumbing
- HVAC
- Building
- Zoning/Building
- Building
- Building
- Building
  
- Zoning
- Zoning
- Zoning/Building
- Zoning
- Zoning
  
- DPW
- DPW
- DPW
- DPW
- DPW
- DPW
- DPW
- DPW
- DPW

## Inspections Needed:

- Foundations, Framing, Insulation, Final
- Based on application
- Based on application
- Roofing/Siding
- Electrical
- Plumbing
- HVAC
- Framing and Final
- Building
- Foundation
- Discretion of Inspector
- Utility prior to razing
  
- Prior to and upon completion of work
- Prior to and upon completion of work
- Building
- Prior to occupancy
- Prior to use
  
- Prior to and upon completion of work
- Prior to backfilling
- Prior to backfilling
- Setting grade and prior to concrete placement.
- Prior to work starting
- Prior to backfilling
- Prior to work starting
- Prior to use and every 3 years
- Prior to planting
- Prior to work starting

Complete the appropriate application form(s) and await contact from the Village regarding fee amount and timeframe within which work may begin. Please provide the following additional information:

- Site plan with all buildings, dimensions, setbacks, flood plain contour, street names, property lines, name of adjacent property owner, street location, ditches, driveways, fences, and other existing structures,
- 2 complete sets of building plans,
- Sign the bottom of the form.

## Inspections

It is the property owner or contractors responsibility to call the Building Inspector or Public Works Director as soon as work is ready for inspection. Failure to call could result in the determination that improvement needs to be removed and started over. Building Inspector Marty Johnson can be contacted at 920-685-6755 or 920-410-6756. Public Works Director, Kirk Ruetten may be contacted at Village Hall 920- 582-4381.

## Pools

Removable/seasonal pools do not need a building permit but should be kept a safe distance away from any permanent structure to prevent possible damage from water leakage. Permanent Decks next to permanent pools will need a building permit.

## Increasing the Size of your Windows or Doors?

Whenever you are increasing the size of your window or door openings, a framing inspection needs to be completed along with a final inspection.

## Other Things to Know:

- Permits acquired after work has begun will **cost double** and may carry other penalties.
- Property pins must be exposed prior to the first inspection for any additions, fences or new construction.
- Road clean-up is the responsibility of the owner /contractor on the same day.
- All work needs to meet State Codes or re-inspection fees will be charged for improper installations.
- All new construction and additions need to meet existing zoning codes including setbacks, limitation on square footage, height, number of buildings, etc. Contact the Zoning Administrator at Village Hall, 920-582-4381 during the **planning stage** of any such project.
- All grades, sidewalk construction/repair, and driveways must be constructed strictly in accordance with Title 6, Code of Ordinances for the Village of Winneconne (please contact Director of Public Works, at 920-582-4381, **prior to the start** of any construction).
- All public utilities must be constructed strictly in accordance with Title 9, Code of Ordinances for the Village of Winneconne (please contact Director of Public Works, at 920-582-4381, **prior to the start** of any utility construction).
- No permit is required for minor repairs and alterations costing less than Five Hundred Dollars (\$500.00) which do not change occupancy, area, structural strength, fire protection, exits, natural light or ventilation. Please call the Building Inspector, Marty Johnson, 920-410-6756 **prior to beginning any project** to confirm your status.