



Citizens Guide to Residential Building Permits

Why is a building permit required?

The Village of Kronenwetter Building Code requires that permits be obtained for certain types of work to protect the health, safety, and welfare of the public. The Building Code establishes minimum safety standards for materials and construction techniques. Getting a permit means the work will be inspected by a certified building inspector for compliance with minimum Code requirements.

When is a building permit required?

Before beginning any project to construct, structurally alter, relocate, or demolish a building, it is important to check with the Building Inspection Department to confirm whether a permit is required. Failure to obtain a permit prior to commencement of work will result in a doubled permit fee. A building permit is generally required for the following:

- New buildings, additions, or interior renovations/structural alterations to all residential buildings, including, but not limited to:
 - Single-family homes
 - Duplexes
 - Multi-family (3+ units) residences, such as apartments, condos, and townhouses
 - Mobile or manufactured homes
- New buildings, additions, or interior renovations/structural alterations to accessory structures, including, but not limited to:
 - Yard sheds
 - Garages
 - Outbuildings
 - Lean-to's
 - Carports
 - Porches
 - Decks
 - Ramps
 - Stoops
- Plumbing work, including, but not limited to:
 - Installing, replacing or relocating the piping system
 - Installing new or replacing existing plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, water heaters, etc.
- Electrical work, including, but not limited to:
 - Installing new electrical service or equipment
 - Altering or adding to existing electrical systems, including service upgrades and panel replacements
- HVAC work, including, but not limited to:
 - Installing new or altering any part of a heating or cooling system which has duct work or which must be vented into any kind of chimney or vent
 - Installing or replacing heating units (outdoor wood burners are permitted under a separate permit)
 - Installing or replacing air conditioning units
 - Installing or replacing chimneys
- Construction or installation of fencing and retaining walls
- Installation of swimming pools, hot tubs, and spas
- Installation of signage
- Re-roofing work
- Relocation or moving a building
- Demolition or razing a building

When is a building permit not required?

- ❑ Routine maintenance or repair of buildings or structures, such as re-siding, veneering, or repainting
- ❑ Cosmetic improvements such as painting, cabinets, counter-tops, tile, floor covering installation, or nonstructural repairs
- ❑ Replacement of windows and doors provided they are the same size as the existing opening
- ❑ Retaining walls that are less than 3 feet tall
- ❑ Erection of a portable swimming pool that is designed to be readily and/or seasonally disassembled, stored, and reassembled to its original integrity. However, all such pools are still required to meet setback requirements.
- ❑ Playground equipment
- ❑ Signs not requiring a permit as listed in § 520-110 of the Village of Kronenwetter Zoning Ordinance
- ❑ Any fence installed on a temporary basis, including but not limited to temporary garden fencing and snow fencing
- ❑ Paving a patio, walkway, or driveway. However, any new driveway access is permitted through the Public Works Department.

Who can perform the work?

It is the responsibility of the property owner or authorized agent to obtain a building permit prior to the start of any work. If a property owner wishes to do his/her own home improvements, he/she is not required to be licensed. However, a property owner may only make electrical and plumbing repairs or installations if it is their primary residence. Any electrical contractor hired by the property owner must be licensed by the State of Wisconsin per Statute 101.862. Any plumbing contractor shall possess a State Plumbers License.

What Codes do I need to comply with?

New construction, additions, and alterations to one- and two-family dwellings, and detached garages are subject to the provisions of the State Uniform Dwelling Code, which is Chapters SPS 320 through 325 of the Wisconsin Administrative Code.

The design, construction and installation of plumbing shall comply with the requirements of the State Plumbing Code, which is Chapters SPS 381 through 387 of the Wisconsin Administrative Code.

All electrical installations, equipment and materials shall comply with the requirements of the State Electrical Code, which is Chapter SPS 316 of the Wisconsin Administrative Code (Add: and NFPA 70 (National Electrical Code)).

The design, construction, and installation of all heating, ventilating and air conditioning systems shall comply with the requirements of the State HVAC Code, which is Chapter SPS 323 of the Wisconsin Administrative Code.

New construction, additions, and alterations to multi-family buildings are subject to the provisions of the State Commercial Building Code, which is Chapters SPS 361-366 of the Wisconsin Administrative Code. Depending on the size of the building, it may be required that plans be approved by the State prior to issuance of a local building permit.

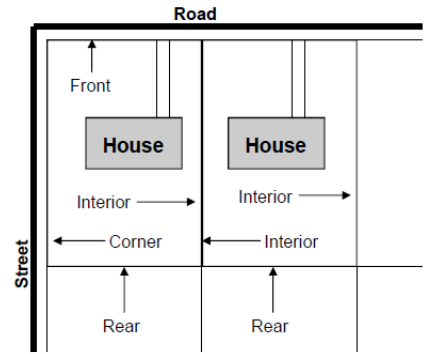
Other Things to Consider

- ❑ **Setbacks.** A building setback is the minimum horizontal distance between a building or structure and the property line. All buildings must meet setbacks as required by the Zoning Ordinance. Before beginning any construction activity, it is important to establish the location of your property lines so that the Building Inspector may verify compliance with the required setbacks. Please note the Village of Kronenwetter does not provide this service. It is the property owner's responsibility to locate all property lines and ensure their project meets minimum requirements.

To establish your property lines, you will need to locate the survey pins at the corners of your property. A plat of your property will show the location of each pin and list the dimensions of all property lines. Check

with Marathon County Register of Deeds for a plat of your property. If you are unable to find an original plat then you may need to have your property surveyed by a licensed land surveyor.

The zoning of your property determines the setback. If you don't know the zoning of your property you can find it online at the Village of Kronenwetter website (www.kronenwetter.org). Click on the "Zoning" tab on the left hand column and then select the link to "Kronenwetter Zoning Map".



Residential Building Setbacks

Zoning District	Type of Building	Front Yard	Interior Side Yard	Corner Side Yard	Rear Yard
R1	Single-family dwellings & accessory buildings*	50'	12'	25'	12'
R2	Single and two-family dwellings & accessory buildings*	50'	12'	25'	12'
R4	Single-family dwellings	50'	12'	25'	50'
	Two-family and multi-family dwellings & accessory buildings	50'	12'	25'	12'
SR	Single-family dwellings & accessory buildings*	75'	20'	30'	25'
RR	Single-family dwellings & accessory buildings	75'	20'	30'	25'
AG-1 & AG-2	Single-family dwellings & accessory buildings	75'	20'	30'	25'

* A "yard shed" is an accessory building intended for storage that has no electricity or plumbing and is less than 150 square feet in area. If your building qualifies as a yard shed it qualifies for smaller setbacks than that of a normal accessory building.

- Additional resources. The Village of Kronenwetter has created additional guides to some of the most common building projects. These documents are meant to help citizens learn more about building, zoning, and other requirements. Depending on the type of improvements you are planning, you may want to check out the Village website at <http://kronenwetter.org/departments/building-inspection/citizens-guides> for the following:
 - A Citizens Guide to Garages and Accessory Structures
 - A Citizens Guide to Fences
 - A Citizens Guide to Egress Windows
 - A Citizens Guide to Certificates of Occupancy

Building Permit Application Procedure

A building permit shall be obtained before work may be started. The administration of all building permits will take place at the Village of Kronenwetter Municipal Center between 8:00 a.m. and 4:30 p.m Monday through Friday. If you have any question on an existing or proposed permit you can contact Emily Grabenstein at 715-693-4200 extension 16, or email egrabenstein@kronenwetter.org. If you would like to meet with the building inspector about an upcoming project or for specific building code questions please call Kevin Breit at 715-573-2620, or email him at buildinginspector@kronenwetter.org to schedule an appointment.

The following submittals are required prior to issuing a building permit. Building permit applications can be found on the Village of Kronenwetter website, www.kronenwetter.org, by clicking the "Building Info & Permits" link on the center of the website and then clicking on the appropriate application. Failure to submit all requirements at the time of application will delay the review process.

- Single-Family/ Two-Family/ Multi-Family Dwellings
 - Wisconsin Uniform Building Permit Application and state approval letter if Multi-Family
 - Contractor's Certification or Home Owners Liability, including Cautionary Statement to Owners

- Sanitary Permit Application (available at Marathon County) if utilizing private well/septic, or Permit to Connect Application (available at Village Municipal Center) if hooking up to public water and sewer
 - Roadway Access Permit Application
 - Erosion Control Permit Application, including a site plan showing the proposed structure and property line setbacks
 - Two sets of blueprints, including:
 1. Elevation views of all sides
 2. Floor Layout
 3. Basement Plan
 4. Cross Section
 - REScheck Compliance Report. Software can be downloaded from the federal Department of Energy (www.energycodes.gov)
 - Additional forms that need to be signed:
 1. Erosion Control for Home Builders Form
 2. Liability for Damage to Village Roads Form
 3. Occupancy Surcharge Form
- Room Additions
- Wisconsin Uniform Building Permit Application
 - Site plan of the lot showing the proposed structure and all distances to lot lines
 - Two sets of construction plans. Indicate where addition will attach to existing building, and include:
 1. Footing detail/foundation plan
 2. Floor layout
 3. Cross sectional detail
 - REScheck Compliance Report (www.energycodes.gov) for addition only
- Interior Renovations/ Alterations
- Building Permit Application
 - Detailed scope of work explaining all demolition areas and what is being rebuilt. Any HVAC work, plumbing work, and electrical work.
 - A floor layout drawing
- Garages/ Yard Sheds/ Accessory Structures
- Wisconsin Uniform Building Permit Application
 - Site plan of the lot showing the proposed structure and distances to other structures and lot lines
 - Two sets of construction plans, informational sheet, or a pamphlet showing:
 1. Footing detail & foundation plans
 2. Floor layout- including door openings, window openings and wall dimensions
 3. Materials used for the roof and exterior siding
- Decks/ Porches
- Wisconsin Uniform Building Permit Application
 - Site plan of the lot showing the proposed structure and all distances to lot lines
 - Deck detail to include:
 1. Post size and spacing
 2. Beam size, spacing and spans
 3. Joist size spacing, and spans
 4. Footing size, and depth for corners and intermediates

- Re-roofing
 - Roofing Permit Application
- Fences
 - Fence Permit Application
 - Owner or contractor must verify lot lines prior to the installation
 - Site plan of the lot showing the proposed fence location and all distances to lot lines
- Signs
 - Sign Permit Application
 - Owner or contractor must verify lot lines prior to the installation
 - Site plan of the lot showing the proposed sign location and all distances to lot lines
- Stand-alone Electrical
 - Electrical Permit Application

Your submission will be reviewed by the Building Inspector to assure that all zoning and building codes are met. Once approved, a building permit may be issued. All permit fees are due at the time of permit issuance. When your permit is issued, you will also receive one set of approved plans, and a "Building Permit Placard" to be displayed at the project site until work is completed. Work should begin within six months, and be completed within two years from the date of issuance.

Residential building permit fees shall be calculated as follows (applies to R1, R2, R4, SR, RR, AG-1 and AG-2 Zoning):

New Construction and Additions (\$50 minimum)	
General Construction - Finished	\$0.12/sq. ft
General Construction - Unfinished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
New Construction Lateral Pressure Test	\$26.25
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft
Yard Sheds	\$50
Garages:	
550 sq ft or less	\$75
Over 550 sq ft	\$75 + \$0.15/sq. ft over 550 sq. ft
Outbuildings (Agricultural):	
1,000 sq. ft or less	\$75
1,000 to 2,500 sq. ft	\$100
Over 2,500 sq. ft	\$125 + \$5/100 sq. ft over 2,500 sq. ft
Decks	\$75
Plan Review	\$0.06/sq. ft
Building Permit Seal	\$40
Occupancy Escrow	\$1,000 deposit (\$250 per final inspection)
Erosion Control - One & Two Family	\$50
Erosion Control - Multi-Family	\$400
Address Number / Uniform House Number Sign	\$20 (additional \$25 for UHNS if required)
Mobile Home Installation	\$100
Swimming Pools - Above Ground/Permanent	\$50
Swimming Pools - In Ground	\$100
Early Start, Foundation Only	\$100
Interior Renovations and Alterations (\$50 minimum)	
General Construction - Finished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft
Plan Review	\$0.10/sq. ft
Decks	\$50
All Residential Roofing	\$40 (minimum does not apply)
Fences	\$25 (minimum does not apply)
Miscellaneous Permits	
Re-inspection after violation	\$60
Razing - Accessory Building	\$40
Razing - Residential Building	\$50
Moving Building	\$40 and Insurance Certificate
Signs	\$1.00/ sq. ft (one side counted only) (\$40 min)
Working without a Permit	Double Fees

Inspection of Work

The Building Inspector will make periodic inspections as the work progresses. You must, however, call to schedule inspections at least twenty-four hours in advance. A request for inspection shall be made to the Building Inspector at 715-573-1756. The following is the sequence of inspections typically performed on a new home. If you are unsure of what inspections your specific project will need, please ask the Building Inspector before beginning any work.

- First Inspection – Footing and Foundation
The excavation shall be inspected after the placement of any forms or required reinforcement, and prior to the placement of the permanent foundation material. Where damp proofing, exterior insulation, or drain tiles are required, the foundation shall be inspected prior to backfilling.
- Second Inspection – Rough-in
A rough inspection shall be performed for the items listed below before the work is concealed. All work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered. The applicant may request one rough inspection or individual rough inspections. A separate fee may be charged for each individual inspection.
 - Basement floor area
 - General construction, including framing
 - Rough electrical
 - Rough plumbing
 - Rough heating, ventilating and air conditioning
 - Basement drain tiles
- Third Inspection – Insulation
An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.
- Final Inspection
The dwelling may not be occupied until a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the dwelling.

Certificate of Occupancy

Upon successfully passing a final inspection, the Building Inspector will issue the Certificate of Occupancy and refund the occupancy escrow amount that was paid as part of the permit fee. The Certificate of Occupancy is confirmation that the building is in full compliance with all applicable codes and is safe for occupancy or use. Any person who occupies or uses a building before an occupancy certificate has been issued will be subject to having their occupancy refund reduced.

Questions:

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