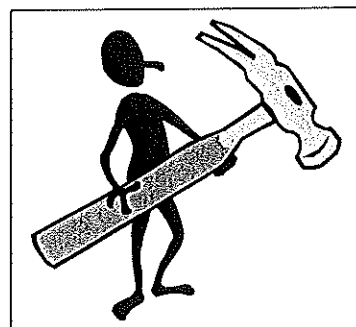


WHO NEEDS A BUILDING PERMIT??

- Addition/Changes/Alterations
- Carport
- Commercial or Industrial Building
- Deck
- Demolition Building
- Dog Kennel
- Driveway
- Electrical Services Upgrade
- Fence
- Garage
- Residential Single Family, Duplex, or Multi-family structures
- Storage Sheds - over 8ft. X 12ft. X 8ft high or any shed placed on a cement slab
- New Sidewalk or Driveway
- Swimming Pool (permanent)



WHO IS RESPONSIBLE FOR OBTAINING THE BUILDING PERMIT?

- Obtain an application from the Village Building Inspector, Joe Jackson, GEC (General Engineering Contractors). Phone number is (608)697-7774.
- The property owner is responsible for obtaining the permit PRIOR to the start of construction. Failure to comply will result in a fine of \$100 per day until compliance is met.
- The building permit shall state the name and address of the owner of the property on which the improvement is to be located and the use of the improvement. The permit must also include a site plan or plot plan, to scale, showing the improvement location (includes front, side and rear measurements).
- An approved Building Permit is valid for ONE year from the date of permit issuance.
- The Village Clerk mails copies of all Building Permit Applications to the Village Assessor.

This is only a guideline. If you have any additional questions, please contact the Joe Jackson, GEC, at (608) 697-7774. If no answer, leave a message, and someone will get back to you.

VILLAGE OF UNION CENTER
BUILDING PERMITS
ORDINANCE NO. 2010-1

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1.1 Permits Required

- A. New buildings, additions (including decks), alterations that change the size or shape of existing building, doors and windows, if changing size or opening. Storage sheds over 8ft. X 12ft. X 8ft high or any shed placed on a cement slab, including carports, electrical service upgrade (upgrading main service box), permanent swimming pools, **and remodeling of the home that changes the existing electrical/heating/plumbing of the existing home (example changing a bedroom to a bathroom etc...).**
- B. Alteration to any existing building or structure that involves beams, girders or support walls.
- C. Drip edge must be a least 8 feet from property line, unless written approval is obtained from adjoining property owner(s). Landscaping must be done to minimize water runoff to adjoining property.
- D. **Any improvement (other than fences or kennels as noted in section 2.1) must be a minimum of 8 feet from the adjoining owner(s) property line unless you obtain and retain a written authorization from the landowner(s). The improvement must be a minimum of 8 feet from Village right-of-way (includes street and alleys). The property owner will be responsible for location of the survey/plot stakes on their property.**

2.1 Fences and Kennels

- A. Fences and kennels that do not exceed 48 inches from the ground do not require a permit. *You must be able to maintain the yard and fence from your own property unless you obtain and retain a written authorization from the landowner(s) to put the fence on the property line.*
- B. Any fence, including dog kennels that measure over 48 inches from the ground must have a building permit **and** you must *obtain and retain a letter of approval from the adjoining property owner(s)*. It also must be set back from the road or street so as not to obstruct the vision of motorists. You also must make it accessible for water, gas and electric meter readings.

3.1 Driveways

- A. A building permit is needed for a new driveway(s) or for replacing an existing driveway(s) if you are making the driveway(s) wider or longer.
- B. No permit is needed for repairing, sealing, or replacing existing driveway(s) as long as the size and location stays the same.

4.1 Exempt from Permits

- A. Doors and windows that do not change the size of opening, roofing (not to exceed 2 layers of shingles), siding, painting, and insulation.
- B. Replacing existing hot water heaters and furnaces (example gas for gas, fuel oil with fuel oil, etc). Location of the appliance must not change.

5.1 Property Owner(s) Responsibilities

- A. All construction and debris must be cleaned up and properly disposed of in accordance to the State and County laws within 15 calendar days of completion of the project. Failure to comply could result in penalties from State, County and Village ordinances #127-136.
- B. Property owner(s) are responsible for the location of their property line.
- C. **Property owner(s) may request a building permit (for a pre-approval fee) even though a permit may not be required to ensure proper construction.**
- D. Property owner is responsible for obtaining a building permit PRIOR to starting construction.
- E. Failure to comply with standards of building permits will result in a fine of \$100.00 per day, until compliance is met.

6.1 Penalty

- A. Whoever violates any provision(s) of this ordinance or resists enforcement shall be subject to a \$100.00 fine each day the violation is permitted. Each day constitutes a separate offense.
- B. If an inspection reveals noncompliance with this ordinance, the Uniform Dwelling Code, or the Wisconsin Administrative Code provisions incorporated into this ordinance, the Building Inspector (or other authorized party) shall notify the owner, in writing, of the violation(s) to be corrected. All violations shall be corrected within 30 day after written notification unless an extension of time is granted by the Village Board.
- C. **If, after written notification, the violation(s) are not corrected within 30 days, the Village Board, Building Inspector (or other authorized party) may take appropriate action or proceeding to enjoin violation of this ordinance which may cause the structure to be vacated or removed.**

7.1 Uniform Building Code

- A. All construction on new and existing structures must meet the minimum standard of the Wisconsin Uniform Building Code and the Wisconsin Administration Code.

8.1 Effective Date

This ordinance shall be effective May 24th, 2010. Proper passage and publication will be followed by law.

Adopted this 6th day of May, 2010.

____ Dick Minett ____ (signature) _____
Village President

Attest: ____ Kerri Minett ____ (signature) _____

Published: _____