

5.02 Building Permit Ordinance

1. **Permit Required:** No Building or structure or any part thereof shall be built, enlarged, altered, including interior alterations or moved within the township unless a permit therefore shall first be obtained by the owner or agent from the Town Board. No person shall build or cause to be built any one or two-family dwelling without first obtaining a state uniform building permit for such dwelling from the Town Board.

2. **Application:** Application for building permit shall be made in writing upon a form furnished by the Town Board and shall state the name and address of the owner of the land and also the owner of the building, if different, the legal description and the street address of the land upon which the building is to be located and shall contain such other information as the Town Board may require for effective enforcement of this section.

3. **Plans:** With such application there shall be submitted two complete sets of plans and specifications including a plot plan showing the location of the proposed building with respect to the adjoining street, alleys, lot lines and buildings. Plans for buildings required to comply with the State Building Code shall bear a stamp or approval from the State Department of Commerce. Such plans and specifications shall be submitted in duplicate. One set shall be returned after approval as herein provided. The other set shall remain on file in the office of the Town Board. All plans and specifications shall be signed by the designer.

4. **Waiver of Plans:** If, in the opinion of the Town Board, the work is sufficiently described in the application, he may waive the filing of plans and specifications, except that no waiver shall be permitted in the filling of the plot plan as required in (3.) above.

5. **Approval of Plans:** If the Town Board determines that the proposed building will comply in every respect with all ordinances of the township and all applicable laws and orders of the State of Wisconsin, he shall officially approve and sign one set of the plans, unless waived as provided herein, and return it to the owner, and shall issue a building permit therefore which shall be kept and displayed at the site of the proposed building. After being approved, the plans and specifications shall not be altered in any respect which involves any of the ordinances of the township laws and building or the occupants except with the written consent of the Town Board.

6. **Repairs:** No permit shall be required unless building repairs exceed \$2500.00.

7. **Payment of Fees:** All fees shall be paid as prescribed in this chapter and shall be paid before any permit shall be issued to the owner or his agent.

8. **Permit Lapses:** A building permit shall lapse and be void unless operations under the permit are commenced within one year from the date of issuance thereof.

5.02 Building Permits (continued)

9. **Revocation:** If the Town Board finds at any time that the provisions of this code and any orders, plans and specifications are not being complied with and that the holder of the permit refuses to conform after a written warning or instruction has been issued to him, he shall revoke the building permit by written notice posted at the site of the work. When any such permit is revoked, it shall be unlawful to do any further work thereunder until the permit is reissued except such work as the Town Board may order to be done as a condition precedent to the reissuance of the permit or as he may require for the preservation of human life and safety of the property. Penalty for not obtaining a building permit prior to the start of construction shall be twice the current cost of a building permit.

10. **Report of Violation:** The Town Constable or Police Officer and Town Officials shall report at once to the Town Board any building work which is being carried on without a permit as required by this chapter. If confirmed by the Town Board that a violation is present, the Town Official shall take immediate action to enforce this ordinance.

11. **Culverts:** No building permit shall be granted nor construction commenced until a proper culvert shall be installed if needed. The town chairperson shall determine whether a culvert is required.

12. **Fees:** The fees for building permits shall be set by the resolution of the Town Board.

Any previous ordinance for building permits shall be voided upon passing of this ordinance.

This ordinance is effective on _____, 20___. The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this _____ day of _____ 20__.

Chairman, Steve Hackl

Supervisor, Dave VandenHeuvel

Supervisor, Tom Wagner

Town Clerk, Linda Schmidt