



## Village of Union Grove

# PERMITTING REQUIREMENTS INFORMATION BROCHURE

**PERMITS** – When do I need a permit? Why do I need a permit? What needs to be permitted? These are typically questions asked in communities all across America as well as the rest of the world.

**WHY** – To protect the public health and safety by establishing uniform public and environmental safety set of rules and establish standards for establishing and maintaining aesthetic requirements for neighborhoods within a community zoning codes, building codes, electrical codes, plumbing codes, heating, ventilation and air conditioning codes, property maintenance codes and erosion control codes have been created.

The permit establishes a way to monitor, assist and enforce these requirements. Unfortunately this is a labor-intensive process and a fee may be established with many permits.

**WHEN** – Before you start your project it is best to obtain your permit. This gives you the opportunity to ask questions and discover if the project desires will run into codes that may restrict it. Example of rules that create restrictions would setbacks to lot lines, building maximum height, building maximum area limitations, and even architectural items. Some subdivisions have covenants on lot and building structures above and beyond that of the municipality. These should be checked.

**WHAT** – Most items that change the shape and finishes would require permits. This includes but is not limited to residing, reroofing, additions, decks, swimming pools, sheds, garages, porches, finished basements, furnace replacements, A/C units, adding water softeners, roof pitch changes, fences, changing grade of the lot, adding a pond, and many more items. It is best to check with the local building official and review their ordinances when possible.

# Permit Process

The most important part of a project starts with the owner or contractor. Detailed information is required for an efficient permitting process and will assist with a proper review of the plans for Municipal and State code compliance.



**ZONING PERMIT-** This permit is typically the first permit in the process when adding structures and buildings to your lot or changing the shape of the structures by increasing their height or volume.

The zoning code regulates the land use allowed, the location of structures, the size of structures and will list uses as permitted and accessory. In some cases a conditional use is required. That process will require a review by a planning commission board.

On the permit you will need to detail the use intended of the structure, identify the various attributes of the structures and hard surface areas such as size and height and detail owners name, address, phone number and give a brief legal description.

A Lot survey is typically required and is the best source of information when prepared by a licensed land surveyor to determine compliance with local ordinances regarding setbacks, driveway and parking lot locations, easement locations, shore land district restrictions such as distances to rivers and lakes, area limitations to the parcel of land, grades detailing storm water drainage and distances to other structures.

The zoning permit will expire in six months unless substantial work has commenced or within 18 months after the issuance of the permit if the structure for which a permit is issued is not substantially completed, and the applicant shall reapply for a zoning permit before commencing on the structure.

**DRAWINGS** – These should be drawn to scale with detailed dimensions, building height and footing/foundation details. A lot survey should be Included with the plans to detail the location, lot lines, and easements

**EROSION CONTROL PERMIT** – This permit is for the purpose of monitoring and regulating storm water run-off. Storm water run-off is destroying streams, ponds and lakes with sediment build up and toxic run-off. The Wisconsin Department of Natural Resources (DNR) along with the State Department of Commerce has adopted rules and regulations that require local governments to see that construction sites manage their storm water discharge.

This permit will require you to identify the area of disturbance and reveal existing and final slopes. When more than one acre of land is disturbed, the State requires that a Notice of Intent (NOI) be filed with the State office. In some cases engineering is required to properly evaluate the site for water discharge issues.

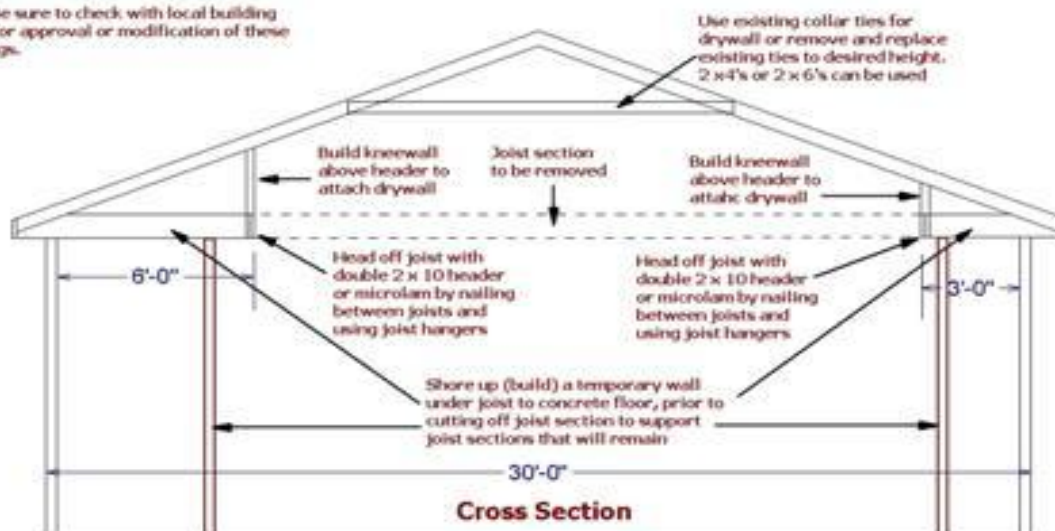
Proper methods of erosion control are detailed on the DNR website. Such practices as proper silt fence installation, hay bale installation; berms and swales are required to be installed prior to the beginning of construction.


**BUILDING PERMIT** – The building permit is required to be accompanied with typical construction drawings showing footings, foundations, floor plans, elevations and cross sections. The permit application for a new single family home or duplex requires the use of the Wisconsin Permit Application as well as the local permit application.

On the application you will need to include names and addresses of the applicant, owner of the site, architect, professional engineer, and contractor if applicable. NOTE – Contractors must be licensed and their license number should be included on the application. The only exception to the rule is if the owner takes out their own permit and act as contractor.

Plan review will vary. The more detail that is submitted on a plan can typically result in faster turn around time.

Note: Be sure to check with local building codes for approval or modification of these drawings.





**MECHANICAL PERMITS** – These are permits that allow for documenting and inspection the mechanical appliances that are installed in buildings. This includes, but is not limited to plumbing fixtures such as hose bibs, water heaters, sinks, floor drains; electrical devices such as switches, receptacles, lights and motorized appliances; Heating and cooling devices such as furnaces, central air-conditioning, exhaust systems and air-to-air exchangers.

**THE STATE OF WISCONSIN HAS LICENSING REQUIREMENTS FOR THESE TRADES.**

**PLUMBING PERMIT** – The plumbing permit requires information that will best describe the level of work being done to the plumbing.

A master plumber is required to obtain the permit with the following exception: Single-family homes that are OWNED and OCCUPIED can have the owner obtain the permit and do the work. This is the only exception established by Wisconsin State Statute.

Typically all work on a plumbing system requires a permit.

**ELECTRIC PERMIT** – The electric permit requires information that will best describe the level of work being done to the electrical system and for services the size; volts, phase and number of meters must also be included.

The requirements for a licensed electrician to obtain permit and do the work are changing. Currently an owner may do his or her own work on 1 & 2 family buildings.

Typically all work on an electrical system requires a permit.

Electrocution is one of the most serious accidents with injuries that typically result in a death. Careful review of the National Electrical Code is always advised.

**HEATING, VENTILATION and AIR CONDITIONING (HVAC) PERMIT** – This permit requires information that will identify the area of the space conditioned and size and types of heating units and/or air conditioning appliances being replaced, installed or added to.

The requirements for this contractor are changing as well. Currently a contractor is required to be licensed to obtain a permit, however in a 1 & 2 family dwelling the owner may act as contractor.



## Village of Union Grove

925 15th Avenue

Union Grove, WI 53182

(262) 878-1818

Office Hours: Monday - Friday

8:00 a.m. to 4:30 p.m.



QUESTIONS – Feel free to contact the Building Inspection department for proper explanation and guidance.