

ALTERATIONS, REMODELING AND REPAIR PERMIT APPLICATION INSTRUCTIONS

Who can take out a permit:

- Property owner
- contractor (on properties with 1 or 2 family dwellings, contractor must hold a current Dwelling Contractor Certification & Dwelling Contractor Qualifier Certification)

Complete Wisconsin Uniform Building Permit application.

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and certification number
- Property address
- Current use of property
- Estimated cost of project
- For properties on sanitary sewer, Waupaca County to determine if a system evaluation is required and provides the City with a letter regarding their determination.
- Site plan is not required unless alterations, remodeling or repairs are being done which affect existing exterior components (ie stair replacement, deck replacement) in which case a site plan is needed showing the following:
 - all lot dimensions of the subject property
 - location and size of existing structure being altered
 - location and size of proposed alterations
 - distances to all property lines, streets, alleys and structures from farthest projection point
 - location and distance of proposed structure to septic system/drainfield and well of property owner and to neighbors septic system/drainfield and well (if applicable)
 - *NOTE: Zoning regulations should be checked regarding size and setback limitations.*
- Plan or drawing showing the following:
 - Finishing off of unfinished area
 1. Room configuration and type
 2. Wall placement, material size and spacing
 3. Window sizes and placement (if replaced, supply manufacturing fenestration sticker)
 4. Door sizes and placement
 5. Window and door header sizes
 6. Exit doors and sizes
 - Alterations, remodeling or repair to existing exterior components which are not structural in nature
 1. Description of project
 - Alterations, remodeling or repair to existing interior space where additional living space is not being added and which is not structural in nature
 1. Description of project
 - Stair detail if applicable
 - Building height
 - *NOTE: State approved plans may be requirement for Commercial projects.*
- *If electrical service or wiring is installed, a permit is required. Work must be done by a Master Electrician licensed by the City and all work must be done according to State Code requirements.*

- *If plumbing service or fixtures are being installed, work may be performed by the homeowner, if property is owner occupied, or a Master Plumber only and a permit is required. Inspection to be performed for State Code compliance.*
- PERMIT FEE:
 - RESIDENTIAL
 - Inspection fee: \$6.00 per \$1,000.00 valuation / minimum \$40.00
 - Electrical fee: < 10 outlets \$30.00; all other services \$50.00 (if applicable)
 - Plumbing fee: \$10.00/fixture / minimum \$50.00 (if applicable)
 - HVAC fee: minimum \$50.00 (if applicable)
 - COMMERCIAL
 - Inspection fee: \$7.00 per \$1,000.00 valuation / minimum \$75.00
 - Electrical fee: 1% of Electrical project cost / minimum \$75.00 (if applicable)
 - Plumbing fee: \$10 per fixture / \$75.00 (if applicable)
 - HVAC fee: 1% of HVAC project cost / minimum \$75.00 (if applicable)

Give permit application to Building Inspector for fee determination, permit approval and signature.