

## **New Residential Homes Building Permit Application Checklist**

The following items should be turned in to the Clerk-Treasurer's office to begin the review process for issuing a new home building permit. Any questions, please contact the Village Hall at 920-234-0304.

\_\_\_\_\_ Wisconsin Uniform Building Permit application needs to be initiated and completed on the state website—<https://dsps.wi.gov>. This needs to be completed prior to bringing all the supporting documents to the Village Hall. (See list below.)

\_\_\_\_\_ Four (4) sets of building plans.

\_\_\_\_\_ Two (2) copies of Plat of Survey showing house location and setbacks.

\_\_\_\_\_ Two (2) copies of energy worksheet.

\_\_\_\_\_ Two (2) copies of State erosion control form.

\_\_\_\_\_ Applicable Fees (paid at time of application or when permit is picked up – no permit will be issued until all fees are paid).

\_\_\_\_\_ Building Permit fees (verified with the Building Inspector).

\_\_\_\_\_ Sewer Impact Fee - \$1500.00 per dwelling unit, i.e. \$3000 for a duplex (for all new residential homes).

\_\_\_\_\_ Greenspace Dedication Fee - \$850 per lot (applicable to Eastern Pines Subdivision and 1<sup>st</sup> Addition Pigeon River Meadows Subdivision).

**\*PROJECT MAY NOT BEGIN UNTIL PLANS  
APPROVED BY BUILDING INSPECTOR\***