

Town of Primrose

Building Permit Approval Checklist

In order to obtain a Building Permit from the Building Inspector that is currently employed by the Town, you will need to obtain a Building Permit Approval Form from the Town Board, and a Zoning Permit from Dane County. Other documents may be required, depending on your project. The following checklist may be helpful:

1. Have you reviewed the Town of Primrose Land Use Plan?
2. Do you know what category your building falls into (residence, agricultural building, accessory building)?
3. If this is a residence, are you sure that the current density study allows this development on your parcel?
4. Do you know setback requirements from the roadway and lot lines for the building?
5. Do you have site plan drawings?
6. Do you have building elevation drawings?
7. Have you staked out the building, and the driveway (if one is required)?
8. Have you called the Town Clerk and asked to be put on the next Planning Commission Agenda, so that your site plan can be reviewed?

After the review and site visit by the Planning Commission, the following list applies:

9. Have you asked the Town Clerk to put your project on the agenda of the next Town Board meeting?
10. Have you completed a Zoning Permit Application and set it in with the appropriate fees?
11. If this is a residence, have you applied for a Sanitary Permit with Dane County?
12. Does construction of your building require you to obtain an Erosion Control Permit from Dane County?

Once the Town Board of Supervisors approves your plans, the Clerk will notify the Building Inspector that he/she is clear to issue you a Building Permit, and will send in a Town Action Report to Dane County Planning and Zoning, indicating the vote of both the Planning Commission and the Board of Supervisors.

You can use the same drawings that you present to the Planning Commission, the Board of Supervisors, and Dane County Planning and Zoning. The process of obtaining your Zoning Permit from the County can be done concurrently with the Planning Commission – Town Board review.