

14.06 BUILDING PERMITS AND INSPECTION.

(1) PERMIT REQUIRED. No building of any kind shall be moved within or into the Village and no new building or structure, or any part thereof, shall hereafter be erected, or ground broken for the same, or enlarged, altered, moved, demolished or used within the Village, except as herein provided, until a permit therefor shall first have been obtained by the owner, or his authorized agent, from the Building Inspector.

(2) APPLICATION. Application for a building permit shall be made in writing upon a form furnished by the Building Inspector, which may be obtained at the office of the Village Clerk, 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 of the land upon which the building is to be located, the name and address of the designer, the use to which said building is to be put, and such other information as the Building Inspector may require.

(3) UTILITIES REQUIRED. No occupancy permit shall be issued for the construction of any residential building until sewer is installed and grading and graveling of the street necessary to service the property for which the permit is required is completed. See ch. 17 of this Code.

(4) PLANS. With each application there shall be submitted 2 complete sets of plans and specifications, including 2 plot plans showing the location of the proposed buildings with respect to lot lines. Plans for public, commercial and industrial buildings involving the State Building Code shall bear the stamp of approval of the State Department of Commerce, if necessary. One plan shall be submitted which shall remain on file in the office of the Building Inspector. All plans and specifications shall be signed by the designer. Plans for all new one- and 2-family dwellings shall comply with the provisions of Wis. Adm. Code COMM 20.09(4).

(5) PLOT PLAN REQUIRED. Two plot plans prepared by a registered land surveyor shall be submitted to the Building Inspector showing the location, boundaries, dimensions, elevations, uses and size of the following:

(a) The subject site.

(b) The existing and proposed structures.

(c) The existing and proposed easements, streets and other public ways.

(d) Off-street parking, loading areas and driveways.

(e) The existing highway access restrictions.

(f) The existing and proposed street, side and rear yards.

In addition, the plot plan shall show the location, elevation and use of any abutting lands and their structures within 60 feet of the subject site. The Building Inspector may waive any portion or all of the requirements of this subsection. In addition, the Building Inspector may require the property owner to retain a registered land surveyor to recertify the plot plan, prior to pouring of footings, whenever he deems it necessary due to the close proximity of the proposed structure to the lot lines.

(6) APPROVAL OF PLANS. If the Building Inspector determines that the building will comply in every respect with all ordinances and orders of the Village and all applicable laws and orders of the State of Wisconsin, he shall issue a building permit which shall state the use to which said building is to be put, 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 above mentioned ordinances, laws or orders, or which involves the safety of the building or the occupants, except with the submittal and approval of revised plans. In case adequate plans are presented for part of the building only, the Building Inspector, at his discretion, may issue a permit for that part of the building before receiving the plans and specifications for the entire building. The finished grade adjacent to all new construction shall be at least one foot above the finished or proposed grade of the centerline of the adjacent street or the average from the 2 existing buildings on each side.

(7) WAIVER OF PLANS. If the Building Inspector finds that the character of the work is sufficiently described in the application, he may waive the filing of plans for alterations, repairs or moving.

(8) GRANT OR DENIAL OF PERMIT. After the receipt of an application, plans and fees required by this section, the Building Inspector shall grant or deny the application within 10 business days.

(9) REPAIRS AND ALTERATIONS. A building permit shall be required for repairs or alterations which change the occupancy area, structural strength, fire protection or exits of the building.

(10) INSPECTION OF WORK. The permittee or an authorized representative shall, in writing or orally, request inspections by the Building Inspector at appropriate times required for the enforcement of this code. The Building Inspector shall perform the requested inspection within 48 hours after notification, except the final inspection. Construction may not proceed beyond the point of inspection until the inspection has been completed, except if inspection has not taken place within 48 hours of notification, excluding Saturdays, Sundays and holidays, unless otherwise agreed upon between the permittee and the Building Inspector.

(11) PERMIT LAPSES. A building permit shall lapse on December 31 unless the time is extended by the Building Inspector.

(12) REVOCATION. If the Building, Plumbing or Electrical Inspector shall find at any time that applicable ordinances, laws, orders, plans and specifications are not being complied with, and that the holder of the permit refused to conform after written warning or instruction has been issued to him, he shall revoke the building, electrical or plumbing 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 Building, Electrical or Plumbing Inspector 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.

13) REPORT OF VIOLATIONS. The police or other Village employees shall report at once to the Building Inspector any construction which is being carried on without a permit as required by this chapter.