

Do I need a Building Permit?

Yes, Building Permits are required (per ToL Ordinance 2024-1):

1. Where any building or other structure is erected, moved or structurally altered.
2. Where any land is substantially altered.
3. Where 50 percent or more of the fair market value of a structure is destroyed and it is being repaired or altered.
4. For any accessory building or structure where the market value of the labor and materials exceeds \$5,000.
5. For any interior improvements where the market value of the labor and materials exceeds \$5,000.
6. For any exterior improvements having a cost or fair market value of \$5,000 or more.
7. Changing the exterior living space of a structure by adding a porch, entranceway, driveway, patio, or deck requires a building permit in order to keep track of improvements for the purpose of assessing value.

No, a Building Permit is not required (per ToL Ordinance 2024-1):

1. For any accessory structure where the market value of the labor and materials does not exceed \$5,000, provided that such building conforms to this Ordinance including all the setback, yard and open space requirements.
2. For any interior improvements or alterations to an existing building where the market value of the labor and materials does not exceed \$5,000, which shall not affect a structural change in use or encroach upon any yard or open space.
3. For any exterior improvements having a cost or fair market value of less than \$5,000 which shall not affect a structural change in use or encroach upon any yard or open space.
4. Any ADA structures.

Note: A Building Permit cannot be authorized if the applicant has any outstanding violations or obligations with the Town of Lincoln. These must be satisfied before a Building Permit Application can be issued. (see ToL ZO Section 10.1107: Delinquency)

Failure to acquire a building permit prior to commencing work will result in a \$100 penalty added to the building permit fee. See Fee Schedule.

Application for a Building Permit shall be made to the Lincoln Town Building/Zoning Administrator by the landowner or authorized agent and shall include the following (ToL ZO 10.1103):

1. Plans and information as required.
2. Estimated cost of the construction activity.
3. Building Permit Fee as determined by the Building/Zoning Administrator.
4. 4 A Building Permit shall be granted or denied in writing by the Building/Zoning Administrator. The permit shall expire within six (6) months unless substantial work has commenced. Any permit issued in conflict with the provisions of this Ordinance shall be null and void.
5. The application for a Town of Lincoln Building Permit is on the following page.
6. If your construction project is not covered by the above, see the page titled: **Do I need a Site Plan Review?**

Building Permit Fees can be found at

<https://storage.googleapis.com/juniper-media-library/168/2025/08/Resolution%202025-1-Fee%20Schedule.pdf>

TOWN OF LINCOLN - KEWAUNEE COUNTY
APPLICATION FOR BUILDING PERMIT

ZONING ADMINISTRATION _____ DATE _____

NAME OF PROPERTY OWNER _____

ADDRESS _____ PHONE _____

SANITARY PERMIT NO. _____ DATE _____

WORK CONSISTS OF: ☐ New Construction, ☐ Addition, ☐ Alteration,
☐ Moving, ☐ Replacement, Other _____

USE OF STRUCTURE ☐ Residence, ☐ Garage, ☐ Barn, ☐ Shed,
☐ Sign, ☐ Business, Other _____

PRESENT PROPERTY IS ZONED _____

LOCATION _____ $\frac{1}{4}$ _____ $\frac{1}{4}$ SECTION _____

SIZE OF STRUCTURE _____ ft. wide by _____ ft. long

DISTANCE BETWEEN STRUCTURE AND centerline of road _____

Type of road _____, rear lot line _____ ft., side lot _____ ft.
front lot _____ ft., lot size _____

NAME OF CONTRACTOR _____

ADDRESS _____ PHONE NO. _____

TYPE OF CONSTRUCTION _____ COST OF CONSTRUCTION _____

IT IS HEREBY AGREED between the undersigned as owner, or his agent, and the TOWN OF LINCOLN, that for and in consideration of the premises and of the permit to construct, erect, alter, or install as above described, to be issued and granted by the ZONING ADMINISTRATOR of the TOWN OF LINCOLN, that the work thereon will be done in accordance with the description herein set forth in this statement.

Statements made in this application shall be made as if made under oath, and any willfully false statement shall subject the person making it to the penalties of the TOWN OF LINCOLN'S ordinance.

PERMIT FEE _____ PERMIT NUMBER _____ DATE _____

APPLICATION ☐ APPROVED • ☐ DENIED. REASON _____

Your building, sign, billboard or other structure must be set back from the center line of the abutting road as follows:

If a state or federal highway	110 feet
If a county trunk road	85 feet
If a town road	75 feet

This ordinance applies only to townships outside of incorporated cities and villages.

SIGNATURE OF APPLICANT _____