

TOWN OF COOPERSTOWN

Building Permit Application (New/Addition/Remodeling)

Date: _____ Permit No: _____

Owner: _____ Contractor: _____

Address: _____ Address: _____

City/St/Zip: _____ City/St/Zip: _____

Phone: _____ Cert. No.: _____

Phone/Cell: _____

Description: _____

Type: _____

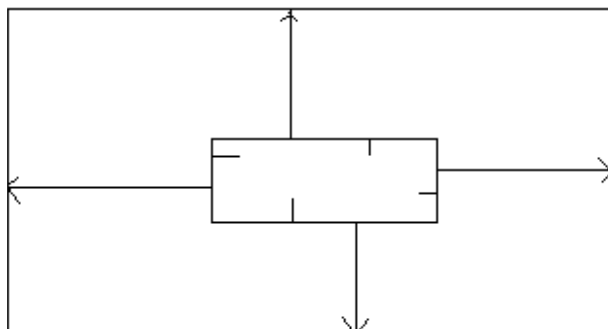
Size: _____ Height: _____ Sq. Ft.: _____ Value: _____

Work Consists Of:	Inspections Required:	Fees:
New Building _____	Footing _____	Site Plan Review _____
Additions _____	Foundation _____	Inspections _____
Remodeling _____	Rough In _____	Permits _____
Electrical _____	Insulation _____	Fees Paid _____
Plumbing _____	Occupancy _____	
HVAC _____		
Moving _____		

Replacement of existing improvement _____

Agricultural Storage Facilities _____

Commercial buildings _____



Permission is hereby granted for the above described work on condition that same be done in accordance with the application plan and specification on file, and in compliance with the building ordinance and all other ordinances of the Town of Cooperstown, and the State Building Code of Wisconsin, and that all work (footing, foundation, backfill, structural, rough, and final inspections) be reported when ready for inspection as required by the Building Inspector.

Date Issued _____

Officials

Signature _____

Owner or Agent

Signature _____

Revised January 14, 2026

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT AND INSPECTION

A: New Construction.

No one-family or two-family dwelling, the initial construction, of which shall commence after the effective date of this ordinance, shall be built, enlarged, altered, or repaired unless a building permit for the work shall first be obtained by the owner, or the owner's agent from the Building Inspector. Applications for a building permit shall be made in writing upon that form designated by the Town and Wisconsin Uniform Dwelling Permit Application, furnished by the Wisconsin Department of Commerce, through the Clerk. These shall be submitted with the application, two (2) complete sets of plans and specifications, showing the location of the proposed building with the respect to adjacent roads, lot lines and buildings. Plans for the buildings required to comply with commercial or industrial building codes shall bear a stamp of approval from the State of Wisconsin. What constitutes a new home? All homes must be treated equally: new construction, manufactured dwellings, manufactured homes (mobile home). Any home placed on a vacant lot is a new home. All new home buildings must have an enclosed basement with a minimum of 8 ft high walls. Variances can be requested by hearing. All dwellings must conform to all Wisconsin Uniform Dwelling codes for remodeling and new.

B. Addition and Alterations.

No person shall, in excess of \$2500 in cost of material and labor, build, add onto and/or alter any building within the scope of this ordinance without first obtaining a building permit for such work from the Clerk. Any structural changes or major changes shall require permits. Restoration or repair of an installation (re-siding, re-roofing, new windows, replacing concrete, electrical or plumbing) to its previous code-complaint condition is exempt from permit requirements. A \$142 fee will be charged for each necessary inspection and review. A typical addition or alteration project will require 4 inspections plus 1 plan review, including, but not limited to, foundation inspection, rough-in/framing inspection, insulation inspection and final/occupancy inspection. Before receiving building permits, the owner or his agent must pay into the Town Treasury:

NEW

Initial fees for one-and two-family dwellings will be charged the total fees associated with finished area plus unfinished area plus Uniform Dwelling Code permit seal and a Base fee. A typical single dwelling will require inspections of the footing, foundation wall, erosion control, electrical service, under floor plumbing, rough framing, plumbing, electrical, HVAC, insulation and final inspection (prior to occupancy). About 6-7 visits throughout the construction process. Base fee \$250, Finished area \$.40 per sq ft, Unfinished area \$.12 per sq ft, UDC Permit Seal \$50 and this includes \$142 per inspection, additional inspections exceeding 8 will billed at an additional \$142 per trip charge, and \$142 per trip for re-inspection due to violations, plus the Town of Cooperstown shall require a non-refundable \$200 fee for building permit administration and clerical fees.

OTHER BUILDINGS New construction of outbuildings, garages, pole buildings that are non-agricultural, non-dwelling or non-commercial require a building permit. The Town will impose a \$65 permit fee for new construction over \$2500 in cost of material and labor, plus a \$142 site plan fee, plus inspections as applicable (see below). Permit- min. \$65 fee - for first \$1000 in excess of \$5000. \$1 for each \$1000 will be charged. The maximum fee for remodeling would not exceed \$240. The inspection fee would be additional. Example: cost \$105,000: \$65 for first \$5000 plus \$1 for \$1000 over \$5000 equals \$165, plus \$142 site plan, plus inspection fees. Any agricultural buildings are exempt from inspection by the State.

REMODEL

* Construction- min. \$65 fee - for each \$1000 in excess of \$5000. \$1 per \$1000 will be charged. The maximum fee for remodeling would not exceed \$240, the inspection fees would be additional. Example: cost \$105,000: \$65 for first \$5000 plus \$1 for \$1000 over \$5000 equals \$165, plus \$142 site plan, plus inspection fees.

* Electrical- min. \$65 fee - for first \$3000, over \$3000 \$1 for each \$100 up to a max of \$100 plus inspection fee \$142 for each inspection. This would include an upgrade of service. Example: cost \$4500: \$3000 fee \$65 plus \$15 for \$1500 plus inspection fee \$142= (\$222)

* Plumbing - min. \$65 fee - for first \$3000, over \$3000 \$5 for each fixture unit up to max \$100 plus inspection fee \$142 for each inspection

Example: cost of \$3000 and six additional fixtures: \$3000 fee \$65 plus \$30 for fixtures plus inspection fee \$142= (\$237)

* A/C - \$25 fee plus \$142 inspection for receptacle and breaker (change out no fee)

* Outdoor Furnace - \$25 fee, if connected to potable water supply plus inspection (\$142)

* Moving Permit (moving into town)-\$50

* Moving Inspection - \$142.00 per hour fee

The Town will impose a site plan fee of \$142 for Major Alteration. The Town will impose a \$50 permit fee for any new or remodeling agricultural structure. Commercial buildings must meet

all State Codes. The building permit fee will be \$200 plus 10% of cost, max \$500. In addition to the established schedule of fees, the building permit fee shall include all costs for inspections and other out-of-pocket costs and expenses incurred by the Town. The applicant shall deposit the fee, including inspection costs, with the Town Treasurer prior to the issuance of the building permit. For all the other changes not listed, no permit is required below \$2500. Permit fees double for any dwelling started prior to a state building permit being issued. For any further information or questions regarding your permit, you may contact:

REQUIREMENT FOR OBTAINING A BUILDING PERMIT AND INSPECTION

1. No work shall begin until a Wisconsin Uniform Building Permit has been issued.
2. To obtain a Wisconsin Uniform Building Permit, two (2) sets of complete plans must be submitted for plan approval along with a Wisconsin Uniform Building Permit Application to the Building Inspector.
3. After plans have been reviewed and approved. A Wisconsin Uniform Building Permit will be issued, and work may begin subject to the following inspections:
 - A. FOOTING INSPECTION;
 1. After forms set, but before materials poured.
 - B. FOUNDATION INSPECTION;
 1. To be inspected after foundation or basement walls are completed and foundation drain tiles are laid before any back filling is done.
 - C. ELECTRICAL SERVICE INSPECTION;
 1. Required by WPS/WE Energies
 - D. UNDER FLOOR INSPECTION;
 1. Inspection of any plumbing under basement or garage floors. Pipes and joints must be exposed.
 - E. ROUGH IN INSPECTION;
 1. To include rough construction, plumbing rough in, electrical rough in and heating, ventilation and air conditioning rough in.
 - F. INSULATION INSPECTION;
 1. To be inspected after all insulation is completed and before any walls are closed.
 - G. OCCUPANCY OR FINAL INSPECTION;
 1. To be inspected after all work has been completed and before any occupancy. Five (5) working days.
4. It shall be the responsibility of the contractor to request all required inspections. Further work may not be continued until after the required 48 hours from time of requesting the inspection have lapsed or the inspection has been completed.
5. For any further information or questions regarding your permit, you may contact:
Scott Beining, Certified Building Inspector, 920-680-3376 scott.beining@gmail.com
Susan Kornely, Clerk, 920-660-8544 clerk@townofcooperstownwi.gov

EXPIRATION OF BUILDING PERMIT.

One (1) year for remodeling, if not started within one hundred twenty (120) days becomes void; two (2) years for new one-family and two-family, if not started within six (6) months becomes void. Extensions can be requested. Stop work order will be enforced if all codes are not met.