



TOWN of OAKFIELD

BUILDING PERMIT APPLICATION

<i>Office Use Only</i>	
Date Issued:	_____
Fee:	_____
Permit Number:	_____

Mail or deliver Application to:

Town of Oakfield Permit Issuer, W8965 Oak Center Road, Oakfield, WI 53065

Fee is required with application. See General Fee Schedule for amount due.

Applications will only be processed when fee is received. Only check or cash accepted.

Applicant

Owner Contractor Other:

Name: _____

Address: _____ Phone & e-mail: _____

Property Owner

Same as applicant

Name: _____

Address: _____ Phone & e-mail: _____

Contractor/Builder

Same as applicant

Contact Name: _____

Contractor to Perform Work: _____ Phone & e-mail: _____

Property Description

Address (if different than above): _____

Current Property Use: _____ Zoning (if known): _____ Section# (if known): _____

Description of Work

New Construction Remodeling or Other Improvements Demolition/Removal

Estimated Cost: _____ Estimated Start Date : _____ Estimated Completion Date : _____

Description of work in detail: _____

Dimensions (Length, Width, Height): _____

Type of Construction: _____

Building Use: _____

Setbacks

Setbacks must be included for new construction projects

Front/Road Setback: _____

100 ft. minimum from the centerline of a road, and not less than 60 feet from the nearest right-of-way line.

Rear: _____ Left: _____ Right: _____

Rear and side setbacks must be 25 ft. minimum from lot line.

Site Plan

A detailed site plan is required for all new construction projects. Please provide a diagram showing the proposed structure's location in relation to all existing buildings, wells, and sanitary systems on the property. The plan must also clearly indicate distances (in feet) from all lot lines and from the centerline of the road. Exact and accurate measurements are required to ensure proper review and compliance with zoning and building regulations.

Please see other side for Owner's Covenant and Conditions of Issuance.

OWNER'S COVENANT & Conditions of Issuance *Please read carefully*

1. All building permits must be requested at least 20 days prior to the start of construction by submitting a building permit application to the Permit Issuer. All new construction, remodeling or improvements, \$1,500 or more, in the Town of Oakfield require a building permit. Beginning of a project prior to receiving a permit or approval to proceed from the Permit Issuer could result in code or ordinance violation.
2. All building permits are issued for a one-year period of time. A new building permit application needs to be completed and standard building permit fee paid for any renewal of a building permit. All renewals are for a 6-month period of time.
3. All new construction, remodeling, improvements and use must be consistent with the current zoning of the property. Additionally, the enforcement of the Fond du Lac County Shoreland Zoning Ordinance in certain areas of the Town of Oakfield may require a separate permit from the County Code Enforcement Office before commencing construction.
4. A building permit for a house addition cannot be issued until the Fond du Lac County Code Enforcement Office determines if an evaluation and/or replacement of your private waste disposal system is required (Wisconsin Administrative Code Comm 83). Contact the Fond du Lac County Code Enforcement Office at (920) 929-3139 for further information.
5. Building permits will not be issued for any property where there are any current code or zoning violations. The violations must first be corrected.
6. Where there is a need for fill in an area or other site preparation, this must be completed within a one year period of time.
7. If the Permit Issuer has a concern regarding the issuance of any building permit, no construction can begin without further review. *If the Town Board finds that a building permit was issued in error, the Board will revoke the building permit, order construction to cease and may request removal of the structure. An example of an error would be the construction or use of a structure that does not conform to the current zoning of the property.*
8. All Property Owners will be held responsible for any Town road damage resulting from the construction activities on their property, such as damage from trucking materials to the property or damage caused by equipment used on the property.

By signing below, I certify that I am either the property owner or an authorized agent acting on the owner's behalf in connection with this permit application.

I acknowledge and agree that all responsibilities, conditions, and obligations set forth in this application and resulting permit apply to both the owner and the applicant, regardless of whether they are the same or different individuals or entities.

I further certify that the information provided in this application is accurate and complete to the best of my knowledge; that I/we will comply with all applicable codes, statutes, ordinances, and the conditions of this permit; and that the issuance of this permit creates no legal liability, express or implied, on the part of the Town of Oakfield.

I/we also expressly grant the Permit Issuer permission to enter the premises for which this permit is issued, at reasonable hours and for

Applicant Signature: _____ **Date:** _____

Office Use Only

Date Application Submitted _____ Received By _____

Fee Submitted _____

Additional Comments _____

APPROVED BY: _____ **DATE:** _____

(11-2025) Town of Oakfield Permit Issuer