

## General Guidelines

### NEW HOMES

1. Filled out (Fully) Wisconsin Uniform Building Permit Application (SBD-5823) along with documentation of submitting application to WI DSPS online building permit registration (eSLA).
2. Survey/Site plan may need to be reviewed by Zoning Administrator depending on project.
3. 2 sets of construction building plans with wall bracing and deck details if applicable.
4. 2 surveys-showing elevations, grades (Mstr. Grade, Top of footing, Top of foundation, etc,) distances to lot lines from building, driveway location, Utility locations (Sewer & Water can't be located in the Driveway)
5. A grading Re-Certification form will be required from a surveyor before footings are poured.( Given out by Building Inspector)
6. 1 copy of Thermal Performance Sheets (heat loss calculations)
7. 2 copies of Erosion Control Plan shown on survey
8. Filled out Right of Way work permit. (DPW) If needed.
9. Filled out Driveway permit, if needed
10. \$1,000 check made out to the Village of Palmyra for deposit of Water lateral installation.(check with DPW)
11. \$1,000 check made out to the Village of Palmyra for deposit of Sewer lateral installation.(check with DPW)
12. Check made out to the Village of Palmyra for Reserve Capacity Sewer Charge (per Village fee schedule)
13. \$500 check made out to the Village of Palmyra for Park/Open Space Fee
13. \$2,000 check made out to the Village of Palmyra for Construction/Occupancy Bond. See Inspector for application. This bond is returnable.

### ADDITIONS, REMODELS, ACCESSORY BUILDINGS & SWIMMING POOL

- 1 Filled out Building, HVAC, Electrical & Plumbing Applications
- 2 1 set of building construction plans
- 3 1 copy of survey/site plan of the land showing setbacks from structure to property line
- 4 1 copy of Erosion Control Plan shown on survey is needed
- 5 Survey/Site plan may need to be reviewed by Zoning Administrator
- 6 \$500 Construction bond required if Total Value of work exceeds \$20,000

### COMMERCIAL / INDUSTRIAL / MULTIFAMILY

1. Filled out Land Use application and necessary paperwork for MSA to start review process
2. Site Plan / Storm Water / Erosion control approval from MSA and the Village of Palmyra
3. Filled out Building, HVAC, Electrical & Plumbing Applications
4. Filled out Sign application.
5. 1 Set of State approved Building, Plumbing, HVAC, Fire Alarm/Sprinkler plans
6. 1 copy of a survey showing all buildings located on it to scale  
(Include Erosion Control measures on a copy of the survey)
7. Filled out Right of Way work permit. (DPW)
8. Filled out Driveway permit if needed.
9. Filled out Request for new Water and/or Sewer service permit. (DPW)
10. \$1,000 check made out to the Village of Palmyra for deposit of Water lateral installation.(check with DPW)
11. \$1,000 check made out to the Village of Palmyra for deposit of Sewer lateral installation.(check with DPW)
12. \$3,000 Construction/Occupancy bond required if Total Value of work exceeds \$50,000.
13. \$500 check made out to the Village of Palmyra for Park/Open Space Fee
14. Check made out to the Village of Palmyra for Reserve Capacity Sewer Charge (per village fee schedule).

*Village Building Inspector - John Moosreiner (262)-490-0277*  
*Public Works Superintendent - Scott Halbrucker (262)-495-4106*