



## Requirements by Project Type

**Town of Rome**  
1156 Alpine Drive

Nekoosa, WI 54457  
(715) 325-8023 Office  
(715) 325-8035 FAX  
[www.romewi.gov](http://www.romewi.gov)

*Please note: If your property is located within 1,000 feet of the water, you will be required to secure a permit with Adams County Planning & Zoning before the Town is able to start the review process for your permit.*

### TO CONTACT TOWN OF ROME ZONING ADMINISTRATOR, ALEXIS DARGIEWICZ:

Call 715-325-8019, e-mail [zoning@romewi.gov](mailto:zoning@romewi.gov) or stop in at the Town Municipal Building between the hours of 8:00am to 4:00pm, Monday – Friday to submit permits.

### TO CONTACT BUILDING INSPECTOR STEPHANIE POTTER OF MSA PROFESSIONAL SERVICES, INC:

Call (608) 617-5691 or e-mail [spotter@msa-ps.com](mailto:spotter@msa-ps.com)

#### PERMITS ARE REQUIRED FOR THE FOLLOWING:

- All new 1 and 2 family dwellings
- Commercial buildings
- Accessory Structures
- Additions that increase the physical dimensions of a building
- Alterations to the building structure, heating, electrical or plumbing systems
- All electrical wiring (new or remodeling)
- All HVAC (new, remodeling or replacement equipment)
- All plumbing (new or remodeling)

#### PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- Re-siding
- Re-roofing unless a third layer of roofing material is added
- Finishing interior surfaces – contact building inspector to confirm need for permit
- Installation of cabinetry – contact building inspector to confirm need for permit
- Normal repairs to HVAC and plumbing
- Repairs to electrical equipment or systems (e.g. switches, receptacles or fixtures)

## Requirements for sheds 150sq. ft. or less

1. Adams County Zoning Permit (Completed **FIRST**, when applicable) [Adams County, WI - Planning and Zoning Website](#)
  2. Property Owners Association approval (if applicable)
  3. Town of Rome Zoning Permit Application
  4. Site Plan of the property showing dimensions of all structures and distances to property lines (drawn to scale).
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## Requirements for an Accessory Structure, Addition or Alteration

1. Adams County Zoning Permit (Completed **FIRST**, when applicable) [Adams County, WI - Planning and Zoning Website](#)
2. Adams County Sanitary Permit (Completed **FIRST**, when applicable) [Adams County, WI - Planning and Zoning Website](#)
3. Property Owners Association approval (if applicable)



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4. Town of Rome Zoning Permit Application
  5. Town of Rome Building Permit Application
  6. Building Plans with Site Plan of the property showing dimensions of all structures and distances to property lines (drawn to scale).
  7. Lot Coverage Calculations
  8. Erosion Control Plan
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## Requirements for New Home Construction

1. Adams County Zoning Permit (Complete **FIRST**, when applicable) [Adams County, WI - Planning and Zoning Website](#)
  2. Adams County Sanitary Permit (Complete **FIRST**, New Homes and re-connects) [Adams County, WI - Planning and Zoning Website](#)
  3. Property Owners Association approval (if applicable)
  4. Town of Rome Zoning Permit Application
  5. Town of Rome Building Permit Application
  6. DSPS Uniform Building Permit (Completed on the State website: [Online Building Permit System](#))
  7. Building Plans with Site Plan of the property showing dimensions of all structures and distances to property lines (drawn to scale).
  8. Thermal performance sheets (Heat loss calculations) Res Check Software also accepted
  9. Wall Bracing Detail plan
  10. Erosion Control Plan
  11. Driveway Permit Application (if applicable)
  12. House Number Application (if applicable)
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## Requirements for Commercial Construction:

1. Adams County shoreland protection district permit (if applicable; this must be issued prior to your Town Zoning approval).
2. Adams County Sanitary Permit (if applicable; this must be issued prior to your Town Zoning approval).
3. Town of Rome Zoning Permit Application
4. Town of Rome Building Permit Application
5. Comply with the standards found in the applicable Zoning ordinance sections
6. 2 State-Approved building plans and specifications as required per SPS 360.12
7. Site Plan of the property showing dimensions of all structures and distances to property lines (drawn to scale). Also, show percentage of lot coverage calculations and mark location on property.
8. Driveway permit application (if applicable)