

**ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE**  
**COUNTY BOARD APPROVAL (November 2024)**

No Zoning Permit is required for ordinary maintenance repairs such as painting, decorating, paneling, shingling, siding, and the replacement of doors, windows and other **NON-STRUCTURAL** components.

**IF YOU ARE NOT SURE IF A PERMIT IS REQUIRED, CALL ZONING AT 920-674-7130 BEFORE STARTING!!!**

Checks for Permit and/or Inspection Fees Made Payable to: **Jefferson County**

**NOTE: A double permit fee will be charged for all after-the fact permits (Minimum fee of \$100)**

**STRUCTURAL ALTERATION/REPAIR or CHANGE OF USE** - Includes ANY CHANGE in the supporting members of a structure, such as foundations, bearing walls, columns, beams, girders, or change in window or door dimensions, but not classified as an addition or new structure.

\$ 50.00

<b>RESIDENTIAL STRUCTURES</b>	<b>STANDARD</b>	<b>*SHORELAND</b>
SINGLE FAMILY HOME	\$ 600.00	\$ 650.00
DUPLEX & MULTI-FAMILY	\$ 400.00/UNIT	\$ 450.00/UNIT
ADDITION (HABITABLE) <499 sq.ft.	\$ 150.00	\$ 200.00
500 - 999 sq. ft.	\$ 200.00	\$ 250.00
1000 + sq. ft.	\$ 250.00	\$ 300.00
ADDITION (NON-HABITABLE) <499 sq.ft. (Includes garages, porches, etc...)	\$ 50.00	\$ 100.00
500 - 999 sq. ft.	\$ 100.00	\$ 150.00
1000 + sq. ft.	\$ 200.00	\$ 250.00
ACCESSORY STRUCTURES (enclosed w/roof) ≤199 sq.ft.	\$ 30.00	\$ 80.00
200 - 499 sq. ft.	\$ 50.00	\$ 100.00
500 - 999 sq.ft.	\$ 100.00	\$ 150.00
1000 - 1499 sq.ft.	\$ 150.00	\$ 200.00
1500 + sq.ft.	\$ 200.00	\$ 250.00
ACCESSORY STRUCTURES (not enclosed-includes decks, pools, lean-to's, patios, wetland piers, etc.)		
<499 sq. ft.	\$ 30.00	\$ 80.00
500 - 999 sq.ft.	\$ 100.00	\$ 150.00
1000 + sq. ft.	\$ 150.00	\$ 200.00
NON-STRUCTURAL (Includes floodplain fill, plantings, ponds, shoreland alterations, etc.)		
<250 sq. ft.		\$ 50.00
≥250 sq. ft.		\$ 100.00
VIEWING/ACCESS CORRIDOR ESTABLISHMENT		\$ 100.00
NAVIGABILITY DETERMINATION		\$ 100.00
WATERFRONT PROPERTY REVIEW		\$ 50.00
MITIGATION/IMPERVIOUS SURFACE PLAN REVIEW		\$ 100.00
TREE REMOVAL		\$ 30.00

**NOTE: FOR ALL FLOODPLAIN:** Add Additional \$150 to all structure fees and \$50 for fill/grading fees

\*Shoreland fees are for any lot or project within 300 feet of the Ordinary High Water Mark.

**NON-RESIDENTIAL PERMITS**

For non-residential permits, a fee of \$150 is added to any permit for a structure in the floodplain.

<b>AGRICULTURAL STRUCTURES</b> (shoreland fee exempt)	<b>AGRI-BUSINESS</b>
<499 sq.ft.	\$ 30.00
500-999 sq.ft.	\$ 50.00
1000-1499 sq.ft.	\$ 80.00
1500-1999 sq.ft.	\$ 100.00
2000-4999 sq.ft.	\$ 150.00
5000+ sq.ft.	\$ 200.00
<b>BUSINESS/INDUSTRIAL</b>	
PRINCIPAL STRUCTURE	\$ 500.00
ADDITION <500 sq.ft.	\$ 150.00
ADDITION ≥500 sq.ft.	\$ 300.00
ACCESSORY STRUCTURES >1,000 sq. ft.	\$ 150.00
ACCESSORY STRUCTURES <1,000 sq. ft.	\$ 100.00
OUTSIDE STORAGE IN I ZONE	\$ 100.00
<b>REMOVAL OF STRUCTURE/RAZE PERMIT</b>	\$ 30.00
<b>SALVAGE YARD LICENSE</b>	\$ 100.00
<b>REVISION FEE/EXTENSION</b>	\$ 50.00
<b>ZONING VERIFICATION LETTER</b>	\$ 100.00
PRINCIPAL	\$ 300.00
ADDITIONS	\$ 150.00
ACCESSORY STRUCTURES >1,000 sq.ft.	\$ 150.00
ACCESSORY STRUCTURES <1,000 sq.ft.	\$ 100.00
<b>SIGN PERMITS</b>	\$25 or \$0.50/square foot, whichever is greater
<b>SUBDIVISIONS/CSM (CERTIFIED SURVEY MAP)</b>	
PRELIMINARY SUBDIVISION PLAT	\$ 350 + \$10/LOT
FINAL SUBDIVISION PLAT	\$ 300.00
CONDOMINIUM PLAT	\$ 300 + \$10/LOT
CERTIFIED SURVEY - PRELIMINARY	\$ 50.00
CERTIFIED SURVEY - FINAL	\$ 100.00
<b>CAMPGROUNDS</b>	
(extra fee exempt)	
FILL	\$ 50.00
ACCESSORY	\$ 50.00
<b>MOBILE TOWER</b>	
NEW & CLASS 1 COLLOCATION	\$ 3,000.00
CLASS 2 COLLOCATION	\$ 500.00

<b>PETITION FEES</b>			
<b>CONDITIONAL USE</b>	\$ 300.00	<b>REZONING PETITION FEE</b> - 1 lot	\$ 300.00
Conditional Use application with Rezone	\$ 100.00	2 or more lots	\$ 50.00 per lot
<b>REAPPLICATION FEE</b>	\$ 100.00	<b>APPEAL FEE</b>	\$ 600.00
		<b>VARIANCE</b>	\$ 450.00
		Second Variance for same structure	\$ 200.00
<b>ADMINISTRATIVE DATCP REPORTING FEE FOR REZONING OUT OF A-1</b> (Non-refundable, paid at time of application)			\$ 100.00

<b>PLANS/ORDINANCES</b>		
JEFFERSON COUNTY AGRICULTURAL PRESERVATION & LAND USE PLAN		\$ 40.00
Disc Format (Includes Shipping)		\$ 5.00
JEFFERSON COUNTY ZONING ORDINANCE		\$ 30.00
JEFFERSON COUNTY PRIVATE SEWAGE SYSTEM ORDINANCE		\$ 5.00
JEFFERSON COUNTY FLOODPLAIN ORDINANCE		\$ 12.00
JEFFERSON COUNTY LAND DIVISION/SUBDIVISION ORDINANCE	(Mailing fees to be added to the above as appropriate)	\$ 9.00
<b>SANITARY PERMIT FEES</b>		
<b>TYPE OF SYSTEM</b>		<b>FEES</b>
MOUND & IN-GROUND PRESSURE		\$ 675.00
HOLDING TANKS		\$ 775.00
IN-GROUND NON-PRESSURE		\$ 600.00
ATU (Aerobic Treatment Unit)-Separate Installation		\$ 425.00
ATU - (If added as part of an entire system install. Add'l fee not required for sand filter)		\$ 250 add'l
LARGE SCALE (DNR Defined)		\$ 975.00
SAND FILTER		\$ 925.00
<b>REVISIONS/REPAIRS</b>		
TANK REPLACEMENT or ADDITION		\$ 375.00
REPAIRS (Includes recoring of existing mound, sand filter, or adding turn-ups. Does not include other system replacement)		\$ 375.00
REVISION (Change to Plans)		\$ 100.00
RECONNECTION		\$ 250.00
TRANSFERS		\$ 50.00
PERMIT EXTENSIONS (prior to expiration)		\$ 100.00
<b>MISCELLANEOUS FEES</b>		
RE-INSPECTIONS (If not complete on initial inspection)		\$ 50.00
INSPECTIONS (Charged for every inspection after the fourth (per system))		\$ 75.00
SOIL TEST REVIEW FEE		\$ 80.00
WISCONSIN FUND APPLICATION FEE		\$ 100.00
SANITARY PERMIT STATE FEE (to be added to sanitary fee if not already included)		\$ 100.00
AGENT STATUS REVIEW FEE		\$ 300.00

**NOTE: A Maintenance Agreement and \$30 recording fee is required for every sanitary permit, unless one is already recorded for the property. Contact the Department to verify if a maintenance agreement and fee is required.**

<b>OTHER FEES AS ADOPTED BY COUNTY BOARD RESOLUTION NO. 93-94, REVISED RESOLUTION 2001-78, APPROVED ON 12/11/01</b>			
Special Computer Reports- Minimum fee (up to 10 pages)		\$	5.00
COMPUTER REPORTS (CUSTOM) - (page fee for reports over 10 pages)		\$	0.65
CUSTOM EXTENSIVE SEARCHES OR CLERICAL SERVICES		\$	50.00/HR
ADDRESS ASSIGNMENT - NEW CONSTRUCTION OR REASSIGNMENT		\$	35.00
Deeds or Recorded Documents (first page)	\$ 2.00	Photocopies - Letter & Legal	\$ 0.25
Deeds or Recorded Documents (each add. page)	\$ 1.00	Photocopies - 11" X 17"	\$ 0.50
Emailed Recorded Documents (first page)	\$ 2.00	Property Map Copies - 18" X 24"	\$ 2.50
Emailed Recorded Documents (each add. page)	\$ 1.00	Photocopies - 24" X 36"	\$ 5.00
Emailed Non-Recorded Documents (each page)	\$ 0.25	Photocopies - 36" X 48"	\$ 8.00
<b>MAP PLOTS</b>			
8 1/2" x 11" Black and White	\$ 0.25	18" X 24" Black and White or Color	\$ 8.00
18" X 24" Black and White	\$ 2.50	24" X 36" Black and White or Color	\$ 15.00
8 1/2" X 11" Color	\$ 3.75	36" X 36" Black and White or Color	\$ 20.00
11" X 17" Black and White or Color	\$ 5.00	36" X 42" Black and White or Color	\$ 25.00

**Refunds:** Refund requests must be made to the Director and made within six months of the application date. Zoning permit refunds may be granted only for permits that have not been granted or denied. Petition refunds may only be granted if the petition has not been noticed (excluding any nonrefundable fees).

### Jefferson County Planning & Development Department

311 S. Center Ave., Room C1040, Jefferson, WI 53549

Phone 920-674-7131; FAX 920-674-7525

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

### TOWNSHIP BUILDING INSPECTORS

*Check with local building inspector for all applicable permits required in your township.*

**AZTALAN** – Mike Sindorff/Jared Theide 262-490-4141

**COLD SPRING** – Thomas Marks 262-490-0513

**CONCORD** – Thomas Marks 262-490-0513

**FARMINGTON** – Thomas Marks 262-490-0513

**HEBRON** – Thomas Marks 262-490-0513

**IXONIA** – Archie Stigney 920-261-2966

**JEFFERSON** – Greg Noll 920-675-9062

**KOSHKONONG** – Troy Evenson 920-817-0468

**LAKE MILLS** – Ben Koch [bkoch@safebuilt.com](mailto:bkoch@safebuilt.com); Dave Hendrix [dhendrix@safebuilt.com](mailto:dhendrix@safebuilt.com)

**MILFORD** – Mike Sindorff/Jared Theide 262-490-4141

**OAKLAND** – Troy Evenson 920-817-0468

**PALMYRA** - Thomas Marks 262-490-0513

**SULLIVAN** – Thomas Marks 262-490-0513

**SUMNER** – Dave Geraths 608-697-7776

**WATERLOO** - Chris Butschke 608-576-6371

**WATERTOWN** – John Moosreiner 262-490-0277