

## APPROVAL PROCESS OF NEW BUSINESS OR CHANGE OF USE

**Public Hearings.** No permit can be issued for a new multiple occupancy development or a new commercial or industrial development, including any changes of use to a previous commercial or industrial use, other than ownership until the Town Board holds a public hearing regarding the application. Notice of the hearing shall be given by publication of a Class 2 notice as provided in Chapter 985 of the Wisconsin Statutes. The Town Board shall also send written notice by mail to all surrounding property owners within 300 feet of the property of the applicant. In addition to the fee in 3.04(4), the applicant shall pay the costs of publication of the public hearing notice, administrative activity associated with the hearing and any mailing and handling costs before the hearing will be scheduled. Such costs shall be as from time to time determined by the Town Board and shall be posted at the Town Hall.

**Architectural controls.** The Town of Egg Harbor Architectural Control Commission is hereby created, members of which shall consist of the Town Plan Commission members, to examine all applications for any commercial or industrial buildings to include but not limited to outbuildings. Stand alone outbuildings of 200 square feet or less may obtain Architectural Control approval from the Code Administrator. *(Revised, 05-16-2016 #186)*

(a) *Procedures.* No building permit shall be issued by the Code Administrator until a complete set of plans and specifications has been filed with the Architectural Control Commission and the Commission has determined that the proposed structure, addition, or alteration complies with the architectural control provisions of this code. If the Architectural Control Commission determines that the proposed structure does not comply with the requirements of this Architectural Control subchapter, it shall reject the application and give written notice of the rejection and reasons therefore the applicant and the Code Administrator. Where the Commission fails to complete the action required herein within the thirty (30) days of first receiving the plans and specifications, the proposed structure, addition or alteration shall be deemed to be in compliance with the architectural controls of this Code and the Code Administrator may issue a building permit if the proposed structure, addition, or alteration satisfies all other Town code requirements.

(b) *Standards.* Building permits reviewed by the commission shall be determined to be in compliance with the architectural controls of this chapter if and only if the Commission finds by majority vote that the following requirements have been met:

1. The proposed structure, addition, or alteration will conform to the general development of the area within which it is to be erected and with the character of the area as established by the Town's Master Development or Comprehensive Plan.
2. The land forms and landscape will be preserved in their natural state, insofar as practicable, by minimizing soil and tree removal that is not essential to project development and by retaining grades and contours in keeping with the general appearance of neighboring developed areas.
3. Building masses and long, straight building fronts and sides (relative to the overall length of the building) that are visually accessible shall be broken up and made more variegated with staggering and offsets, with landscaping or surficial features or with accumulation of mass in the form of smaller, related units. This is a directive standard as to residential and commercial structures and those industrial structures that are visually accessible to larger volumes of traffic and a recommendatory standard to industrial buildings within the center core of industrial districts.

4. Within residential properties, parking areas that are located in front or street-side yards must have landscape screening and/or screening by fencing having decorative character to soften views of parked vehicles. All design reviewed parking lots shall have decorative landscape treatment at the perimeter of the lot and, for larger lots, in island areas within the lot to provide break-up of the expanse of parking.
5. Mechanical equipment, such as heating, air conditioning, and ventilation fixtures, that will be readily visible when viewed from ground level from neighboring properties or roadways should be softened by screening or covered in a manner that forms an integral part of the building design.
6. External garbage or refuse containers shall be screened by walls, fences, berms, or effective landscaping, or combinations thereof.
7. Each project requiring landscaping must provide landscaping of sufficient height and density to accomplish positive visual impact within three years from the time of planting.
8. All developments and occupancies subject to design review may be required to create and install a storm water runoff control plan approved by the Door County Soil and Water Conservation Department.
9. The following principles of landscape design are stated as guides to be applied with discretion by the Commission taking into account how visible the site is to public view, sensitivity of neighboring properties and the cost considerations: Overhead canopy trees contribute to a pattern within the neighborhood and streetscape focus plantings (trees or shrubs) accomplish screening of less attractive elements, afford privacy, noise control and windbreak, soften transitions from vertical to horizontal features and create visual focal points. Ground plane plantings (lawn, ground cover, etc.) provide lower level continuity, and retard soil erosion. Terraces, trellises, walks, drives, garden walls and berms and related elements increase variety. Commission preferences on species shall be made available in writing to project applicants.
10. Storage of materials, fuel, scrap, inoperative vehicles and similar objects in places that are readily visible from public rights-of-way or parts of neighboring properties where a significant amount of viewing is expected shall be minimized and, where necessary, shall be reasonably screened. Where other portions of this Ordinance establish more stringent standards, the other portions shall govern.
11. The exterior architectural appeal, including landscaping, and the functional plan of the proposed structure, addition, or alteration will not, when erected, be so at variance with the exterior architectural appeal and functional plan of structures already constructed or in the course of construction in the immediate neighborhood, or with the character of the Town established by the Egg Harbor Master Development or Comprehensive Plan, or any amendments or supplements thereto, so as to cause substantial depreciation in the property values within the Town.
12. The exterior architectural appeal and functional plan of the proposed structure, addition, or alteration will not, within the discretionary judgment of the Commission, be contrary to generally accepted design standards or to the underlying aesthetic values of the community, or in any manner contribute to decay or blight within the community.
13. Driveway access to public roads shall be paved to a length of 25 feet to facilitate access to the abutting road.

14. Exterior lighting, when used, shall comply with the provisions of Chapter Twelve of this Code of Ordinances.

15. Need to be compliant with the Fire Department's Lock Box Ordinance.

16. Other features of site design and construction, building and structural design and construction and landscaping not listed may also be addressed by Commission advisory suggestions within the design review process upon a finding that the suggestion would be desirable to make the development a positive asset to the visual appearance of the community and positive contribution to the growth and stability of the community tax base.

### **3.06 APPEALS, EXCEPTIONS AND VARIANCES.**

(1) Provisions of this Code shall not be construed so as to prevent the customary and necessary maintenance or repairs of buildings, structures and property.

(2) The Town Board may issue a permit in variance from the terms of this Code only if the goals of the Town Master Development or Comprehensive Plan are not thereby thwarted. Any person aggrieved by the strict enforcement of this Code may appeal to the Town Board for a variance. The applicant shall submit a letter of request for variance along with the appeal letters from all adjoining property owners consenting to the granting of the variance or giving reasons why the adjoining property owner objects to the granting of the variance and a fee established by the Town Board from time to time to offset the administrative costs of reviewing the appeal. The Board shall meet and act upon the appeal after receiving a report from the Town Plan Commission. Where there are practical difficulties or unnecessary hardship in the carrying out the strict letter of this Building Code, the Town Board may issue a permit or authorize the use of the property in variance from the terms of this Code so that the purpose of the Code may be observed and substantial justice done.

**3.07 ENFORCEMENT AND PENALTIES.** The Town Board shall provide for the enforcement of this Code by means of the withholding of building permits, imposition of forfeitures, issuance of citations and injunction action in accordance with §60.29(9), Wis. Stats.

(1) **Commencing Construction without Permit.** All permit fees shall be five times the permit fee if work commences before the required permits are obtained, and the proper fees are paid.

(2) **Forfeiture.** If the Town Board finds any person violating any provision of this Code or interfering with or failing to follow any lawful order of the Code Administrator in the performance of duties, the person shall forfeit not less than Fifty Dollars (\$50) and not more than Five Hundred Dollars (\$500) plus the cost of enforcement, and any required State penalty assessments or fees. Each day the violation exists may be considered a separate offense.

(3) **Removal.** If the Town Board finds a structure built or placed on a property within the Town without a building permit from the Town Board, the Town Board may order the Code Administrator, with the assistance of the Town attorney, to issue an order to the owner to remove the structure and if the owner fails to do so, to commence an action in the Door County Circuit Court for an injunction ordering such removal and a forfeiture as provided in 3.07(1).

## CHAPTER 12

### OUTDOOR LIGHTING CODE

**12.01 PURPOSE AND INTENT.** This Outdoor Lighting Code is intended to create standards for commercial outdoor lighting so that its use does not unreasonably interfere with the enjoyment of adjacent property by owners or occupants or with astronomical observations and to promote energy conservation without jeopardizing safety, utility, security and productivity. The purpose of this code is to minimize light pollution which has a detrimental effect on the night sky environment, interferes with the enjoyment of the night sky and causes unnecessary or unreasonable illumination of adjacent properties through lighting practices that direct appropriate amounts of light where and when needed, increasing the use of energy-efficient sources and decreasing the wastage of light and glare resulting from over-lighting and poorly shielded or inappropriately directed lighting fixtures.

**12.02 GENERAL REQUIREMENTS.** Any commercial outdoor light fixtures installed or replaced after the effective date of this Outdoor Lighting Code shall comply with the following:

- 1) All Commercial lighting shall be full cut off.
- 2) Outdoor lighting shall not exceed 16 feet in height. Public streetlight poles and standards are exempt from this height requirement.
- 3) At the time of any changes in an existing business which brings it before Architectural Review all existing lighting must be full cut off.

**12.03 VARIANCES.** Variances from the provisions of this Code may be granted by the Town Board in accordance with 15.05 of the Town Code of Ordinances.

**12.04 PENALTY.** Any person who violates any provision of this Code individually or through his, her or its agents or employees, shall upon conviction of such violation be subject to a penalty of not less than Fifty Dollars (\$50) and not more than Two Hundred Dollars (\$200) together with the costs of prosecution and required penalty assessments and fees. Each day that a violation shall exist shall be considered a separate and distinct offense.

# **Building Inspections Under the Uniform Dwelling Code**

## **Building and Mechanical Code**

(Revised—5-2013)

### **3-8-01 Authority**

These regulations are adopted under the statutory authority granted pursuant to Section 101.65, 101.76, and 101.761 of the Wisconsin Statutes.

### **3-8-02 Purpose**

The purpose of this Code is to promote the health, safety, and general welfare of our community, to protect property values and provide for orderly, appropriate development and growth of the community.

### **3-8-03 Definitions**

As used in this Chapter, the following terms have the meaning prescribed herein: (Any item not defined herein shall follow the Wisconsin Administrative Code definitions.)

- 1) **Building.** Any structure erected or constructed of wood, metal, stone, plastic or other materials, which is intended to be used by human beings or animals for occupancy, livery, commerce, education, cultural activities or other purpose.
- 2) **Building Inspector.** The individual(s) or firm appointed by the Municipality to exercise all of the powers and duties of a building inspector under Wisconsin law.
- 3) **Construction.** Any part or portion of the activity of installing, locating, siting, erecting or raising a building.
- 4) **Contractor.** Any person, firm or entity which undertakes any activity related to the construction of a building other than the mere provision of supplies, materials.
- 5) **Demolition.** The activity of completely or partially destroying a previously erected or constructed building.
- 6) **Electrical.** The trade which relates to the design, installation, maintenance and repair of the mechanical equipment, wiring, fixtures and connections which tie a structure to the power grid of an electric generating utility and distribute the electricity through a structure to end uses, including any work which may be performed by a master electrician licensed by the State of Wisconsin or a person under the supervision of such an electrician.

- 7) HVAC. An acronym which stands for Heating, Ventilating and Air Conditioning; the trade which installs mechanical equipment, systems and accessory ducting and gratings for the purpose of warming, purifying, cooling and exchanging air in a building.
- 8) Occupancy. The act of utilizing a building for human habitation, use, or occupancy. Any use of a building for any activity which is customarily or routinely associated with utilization of a building as a residence shall constitute occupancy.
- 9) Owner. The individual, firm or entity which has record title to the real estate on which construction or demolition is taking place.
- 10) Plumbing. The trade which relates to the design, installation and maintenance or repair of pipes, drains, sinks, basins, hot water heating systems, natural gas pipes, grease traps, floor drains, and all other work for which the individual performing the work may either be a master plumber licensed by the State of Wisconsin or work under the supervision of such a plumber.
- 11) Repairs. Repairs for purposes of maintenance or replacements in any existing building or structure which do not involve the structural portions of the building or structure or which do not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways or exits, fire protection or exterior esthetic appearance and which do not increase a given occupancy and use, shall be deemed minor repairs.
- 12) Stop work order. A directive issued with respect to a construction project by a building inspector which compels the owner and any contractor or builder of a building to cease any further work or activity on the construction project until the building inspector has authorized the resumption of the construction project.

#### 3-8-04 Scope

This Code applies to all new 1 & 2 family dwellings, additions, remodels and commercial buildings. Notwithstanding this section, this ordinance shall not apply to 1 & 2 family accessory buildings, agricultural buildings and children's play structures.

3-8-05 Permit Required

- 1) No owner or contractor may commence construction of any building or mechanical system prior to obtaining a required permit from the municipal building inspector.
- 2) The construction which shall require a building permit includes, but is not limited to:
  - a) New 1 & 2 Family Dwellings and Commercial Buildings.
  - b) Additions and Remodels. A permit and inspection is required for all increased square footage and or structural change for any one or two family dwellings.
  - c) Any electrical wiring for new construction of 1 & 2 family dwellings, additions and remodels.
  - d) Any HVAC for new construction of 1 & 2 family dwellings, additions and remodels.
  - e) Any plumbing for new construction of 1 & 2 family dwellings, additions and remodels.
- 3) The following construction activities shall not require a building permit:
  - a) Agricultural Buildings.
  - b) 1 & 2 Family Accessory Buildings and Pools.
  - c) Re-siding, re-roofing and finishing of interior surfaces, installation of cabinetry, and repairs which are deemed minor by the Building Inspector. Notwithstanding this section, however, a permit accompanied by structural load-bearing calculations shall be required for re-roofing a building if the proposed re-roofing would constitute a third or more layer of roofing.
  - d) Replacement of major building equipment including furnaces, and central air conditioners, water heaters and any other major piece of equipment.
  - e) Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers and fixtures.

3-8-06 Adoption of State Codes

- 1) The following Chapters of the Wisconsin Administrative Codes, as well as all subsequent revisions, are adopted by the Municipality and shall be enforced by the Building Inspector.

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Ch. SPS 316	Electrical Code
Chs. SPS 320-325	Uniform Dwelling Code
Ch. SPS 360	Erosion Control, Sediment Control & Storm Water Management
Chs. SPS 361-366	Commercial Building Code
Chs. SPS 375-79	Buildings Constructed Prior to 1914
Chs. SPS 381-387	Uniform Plumbing Code

### 3-8-07 Scope of Uniform Dwelling Code Expanded.

For the purposes of this Ordinance, the standards contained in the Wisconsin Uniform Dwelling Code shall be expanded to apply as the standards for construction of the following:

- 1) Additions and alterations for one and two family dwellings built prior to June 1, 1980.

### 3-8-08 Certified Municipality Status

- 1) **Certified Municipality.** The Town has adopted the Certified Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
  - a) **Responsibilities.** The Town shall assume the following responsibilities for the Department of Commerce (Department):
    1. Provide inspection of commercial buildings with certified commercial building inspectors.
    2. Provide plan examination of commercial buildings with certified commercial building inspectors.
  - b) **Plan Examination.** Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures, to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
    1. A new building or structure containing less than 50,000 cubic feet of total volume.
    2. An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
    3. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
    4. An alteration of a space involving less than 100,000 cubic feet of total volume.
    5. A certified municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
    6. The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
  - c) **Plan Submission Procedures.** All commercial buildings, structures and alterations require plan submission as follows:
    1. Building permit application
    2. Application for review – SBD-118
      - a. Fees per Table 302.31-2 and SPS 302.31
      - b. Fees apply to all commercial projects
    3. 4 sets of plans
      - a. Signed and sealed per SPS 361.31
      - b. (1) set of specifications
      - c. Component and system plans
      - d. Calculations showing code compliance

### 3-8-09 Building-HVAC-Electrical-Plumbing Inspector

- 1) **Creation and Appointment.** There is hereby created the office of Building Inspector. The Building Inspector shall be appointed by the municipality. The Building Inspector shall be certified for inspection purposes by the Department in the required categories specified under SPS 305, Wisconsin Adm. Code.
- 2) **Subordinates.** The Building Inspector may employ, assign or appoint, as necessary, subordinate, mechanical inspectors. Any subordinate hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Adm. Code, by the Department.
- 3) **Duties.** The Building Inspector shall administer and enforce all provisions of this ordinance.
- 4) **Powers.** The Building Inspector or an authorized certified agent of the Building Inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The Building Inspector may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such premises to the Inspector or his/her agent while in the performance of his/her duties. In the event that the inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119, Stats.
- 5) **Inspections.** In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance by the applicant/contractor or property owner as applicable.
  - a) Footing
  - b) Foundation
  - c) Rough Carpentry, HVAC, Electric and Plumbing
  - d) Drantile/Basement Floor
  - e) Underfloor Plumbing
  - f) Electric Service
  - g) Insulation
  - h) Final Carpentry, HVAC, Electric & Plumbing
  - i) Erosion Control
- 6) **Failure to request any inspection will be the responsibility of the contractor and/or property owner.** No Construction shall be deemed approved by default or lack of inspection by the Building Inspector.
- 7) **The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the owner to request any inspection, will be the responsibility of the contractor and/or property owner.**
- 8) **Records.** The Building Inspector shall perform all administrative tasks required by the Department under all codes covered in 1-1-06. In addition, the Inspector shall keep a record of all applications for permits and shall number each permit in the order of its issuance.

### 3-8-10 Submission of Plans

The owner or contractor shall, with respect to any proposed construction, submit two sets of building plans to the Inspector for any work which expands the size of a building, any new building or as required by the Inspector. If a new building or building addition is proposed, then a plot plan drawn to scale showing such proposed work and existing buildings and property lines shall be submitted. A third set of plans may be requested at the discretion of the Building Inspector for the Assessor. The Building Inspector may require the owner or contractor to submit plans for any construction project when the Building Inspector determines that it is necessary to review such plans to assure that the proposed project will comply with all applicable codes.

### 3-8-11 Issuance of Permit

- 1) The Inspector shall issue the requested permit if the owner or contractor demonstrates that all state, county and local submission requirements are satisfied. If a permit card is issued, it shall be posted at the job site in a visible location from the street. Permits are valid for two years. Permit may be extended for 30, 90, or up to 180 days with the Building Inspector's approval and payment of permit fees.
- 2) By accepting a permit, the applicant, owner or contractor grants the Building Inspector the right of access to the real estate on which the permitted construction will occur.
- 3) Permits are issued conditionally on the condition that the owner and/or contractor(s) shall conform to the requirements of all applicable codes, zoning ordinances and setback requirements in constructing the building.
- 4) No building, plumbing, electrical or HVAC permit shall be issued to any person who is in violation of this ordinance until such violation has been corrected.
- 5) No building, plumbing, electrical or HVAC permit shall be issued to any person to whom an order has been issued by the Building Inspector.
- 6) It shall be the responsibility of the installer or contractor to determine if a permit is required and to obtain the same prior to commencing work.

### 3-8-12 Completion Deposit Required

A deposit of \$400.00 is required for all projects whose total cost, including labor, materials and supplies, will equal or exceed \$50,000.00. The deposit shall be refunded after the project is completed and the Building Inspector has found that the building complies with all applicable codes. The deposit shall be forfeited if occupancy occurs before final inspection and the issuance of an occupancy permit, or extends after a temporary occupancy permit expires. It shall also be forfeited if the exterior is not finished within 2 years of the date the permit is issued.

### 3-8-13 Occupancy Permit

If the Building Inspector, after completing all required inspections, finds that a building has been constructed in accordance with the applicable codes, then the Inspector shall issue an occupancy permit. If the building fails to comply with the code in minor respects which do not threaten the safety, health or welfare of the building's occupants, the Building Inspector may issue a temporary occupancy permit for 30 days or a specified term. No person may have occupancy of a building until an occupancy permit is issued.

### 3-8-14 Fees

At the time of building permit application issuance, the applicant shall pay fees as established periodically by the Municipality. If work commences prior to permit issuance, the permit fee shall double.

### 3-8-15 Violations and Penalties

- 1) Prohibition. No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.
- 2) Every person, firm or entity which violates this code shall, upon conviction, forfeit not less than \$25.00 nor more than \$1,000.00 for each day of non-compliance, together with the costs of prosecution.
- 3) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.
- 4) Compliance with the requirements of this ordinance is necessary to promote the safety, health and well-being of the community and the owners, occupants and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance that may be enjoined in a civil action.

### 3-8-16 Stop Work Order

The Building Inspector may issue a stop work order for a project to prevent further non-complying work. No person, firm or entity may continue a construction project after a stop work order has been issued. The person, firm or entity that receives such a stop work order may contest the validity of the same by requesting a hearing before the municipality. The municipality shall hear the appeal within seven days. The municipality shall affirm the stop work order unless the owner or contractor shows that the Building Inspector erred in determining that the construction project violated a provision or provisions of the State building codes.

### 3-8-17 Variance

The Town Board shall hear requests for variances from the building code to the extent the Town Board has authority to hear and grant variances. The Town Board shall approve, conditionally approve, or deny a requested variance. The municipality may grant a variance from a code requirement only if the variance is permitted by state law and if the performance of the proposed variance is equal to or greater than the code requires.

### 3-8-18 Appeals.

Any person feeling aggrieved by an order of the Building Inspector may, within 20 days thereafter, appeal from such order to the Town Board. The municipality will follow procedures explained on Wisconsin Statutes Chapter 68, to arrive at a final determination. Final determinations may be reviewed as explained in Wisconsin Administrative Rules SPS 320.21.

### 3-8-19 Disclaimer and Non-Liability for Damages.

This ordinance shall not be construed as an assumption of liability by the municipality or the Building Inspector for damages because of injuries sustained or property destroyed by any defect in any dwelling or equipment.

### 3-8-20 Severability

If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

## CONSTRUCTION REQUIRING INSPECTION

Town Building Code  
3-8-05 Permit Required

- 1) No owner or contractor may commence construction of any building or mechanical system prior to obtaining a required permit from the municipal building inspector.
- 2) The construction which shall require a building permit includes, but is not limited to:
  - a) New 1 & 2 Family Dwellings and Commercial Buildings.
  - b) Additions and Remodels. A permit and inspection is required for all increased square footage and or structural change for any one or two family dwelling.
  - c) Any electrical wiring for new construction or 1 & 2 family dwellings, additions and remodel.
  - d) Any HVAC for new construction of 1 & 2 family swellings, additions and remodels.
  - e) Any plumbing for new construction of 1 & 2 family dwellings, additions and remodels.
- 3) The following construction activities shall NOT require building inspections:
  - a) Agricultural Buildings
  - b) 1 & 2 Family Accessary Buildings and Pools.
  - c) Re-siding, re-roofing and finishing of interior surfaces, installation of cabinetry, and repairs which are deemed minor by the Building Inspector. Notwithstanding this section, however, a permit accompanied by structural load-bearing calculations shall be required for re-roofing a building if the proposed re-roofing would constitute a third or more layer of roofing.
  - d) Replacement of major building equipment including furnaces, central air conditioners, water heaters and any other major piece of equipment.
  - e) Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers and fixtures.

*Door County Inspections LLC*  
*State Certified Inspectors*

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# Knox Box Ordinances and Frequently Asked Questions

## Town and Village Ordinances

See attached sheets

What is a Knox Box? A Knox box is a black box secured to the exterior of a building and holds keys for the fire dept. to enter the building.

Who has access to the Knox Box? To gain access to the keys in the Knox box the fire dept. must radio the communication center in Sturgeon Bay which dispatched the fire dept. to this location. The com center then sends a radio signal to the fire truck on scene which releases a locked key inside the truck. The key can't be removed without the com center releasing it. When the fire dept. requests a key it is recorded at the com center with the date and time.

Why put in a Knox Box? The first reason is it is required by ordinance. It also allows the fire dept. to gain access to a building in case a key holder is not present on a call. Without a Knox box and without a key holder present the fire dept. must wait on scene or break in to investigate calls to that location. The cost of a Knox box can be inexpensive compared to replacing a door or window.

Where can you buy a Knox Box? You can go online at <http://www.knoxbox.com/store/zip-lookup.cfm> and order one. This link will direct you to the appropriate area.

How do we install a Knox Box? As a community service to the people the fire dept. will do a simple installation at no charge. A simple installation means the Knox box just gets screwed to the side of a building. If a more complex installation is desired the price can be negotiated between the business owner and the installer.

Who do we contact for an installation? You can contact Fire Chief Steve Schopf at (920) 493-5982 or Captain Jason Staats at (920) 333-0051 and they will put you in contact with the appropriate person.

Jason Staats – Captain Egg Harbor Fire

Steve Schopf – Fire Chief Egg Harbor Fire

Fire inspector