

NOTICE TO PROPERTY OWNERS & BUILDING CONTRACTORS IN THE CITY OF MEDFORD

If you are planning any building improvement project (new construction, remodeling, additions, alterations, renovations, etc.), City Ordinances mandate compliance with the following:

Application must be made and approved by issuance of a building/zoning permit in accordance with all applicable State and City regulations **prior** to the start of construction. The City Code allows up to 30 days for the building inspector to respond to any application, so work plans should be scheduled accordingly. An application can be picked up at City Hall during regular business hours. The building inspector's hours are Mondays and Thursdays from 8:00 a.m. to 4:30 p.m.

Permit Fee Schedule for 1 & 2 Family Residences

New Home Permits

This includes five inspections, energy calculations, plan review, mechanical permits, erosion control and file maintenance. Please contact the Building Inspector's Office for information that is required before a permit can be issued.

New Homes less than 1500 square feet - \$650

New Homes between 1500 and 2500 square feet - \$700

New Homes more than 2500 square feet - \$750

Modular Homes: \$400

Building Permit Seal: \$30.00

Manufactured Homes

\$200.00. This fee is for the installation of Manufactured Homes (HUD Code) located in an authorized Mobile Home Park

Residential Remodeling

Includes renovations to the interior and exterior of a residential structure. The HVAC, plumbing and electrical are separate.

\$20.00 Minimum fee for remodeling

\$3.50/\$1,000 Project cost up to 1st \$20,000

\$2.50/\$1,000 Project cost over \$20,001

\$40.00 Pool

\$20.00 Fence (site plan required)

\$20.00 Move a structure

\$20.00 Raze a structure (may require asbestos inspection)

Plumbing

Normal repairs/maintenance are exempt from fee, replacement of entire system or system component requires permit. Contractor assumes responsibility/liability. If plumbing is part of a remodeling project, use remodeling fees. If plumbing is part of a 'new' construction project, the following fees apply.

\$15.00	Minimum fee
\$5.00	Each fixture including any future expansion installations
\$30.00	Sewer and Water lateral (new or replacement of an existing laterals). A street opening permit is required for projects that involve street opening.
\$20.00	Lawn sprinkler system

Electrical

Normal repairs/maintenance are exempt from fee, replacement of entire system or system component requires permit. Contractor assumes responsibility/liability. Commercial projects require electrical permit issued by the State of Wisconsin (DSPS).

\$20.00	Minimum fee
\$3.50/\$1,000	Project cost
\$30.00	Service upgrade or new service.

Heating, Ventilation, Air Conditioning (HVAC)

Normal repairs/maintenance are exempt from fee, replacement of entire system or system component requires permit. Contractor assumes responsibility/liability.

\$30.00	New furnace
\$15.00	Add Air Conditioning to an existing system
\$20.00	Replacement of Furnace, boiler, Water Heater

Permit Fee Schedule Commercial

Construction

Includes commercial, institutional, multi-family and industrial construction.

\$30.00	Minimum fee
\$3.25/1,000 Cubic Feet	Up to 100,000 cubic feet
\$1.50/1,000 Cubic Feet	>100,00 Cubic Feet
\$3.00/\$1,000	\$1,000 to \$100,000 when cubic feet cannot be determined
\$1.50/\$1,000	>\$100,000 when cubic feet cannot be determined
\$1,000/\$1,000	Warehouse and cold storage facilities
\$25.00	Parking Lot (new or expansion of existing lot) (site plan required)
\$20.00	Raze a structure (may require asbestos inspection)

Heating, Ventilation & Air Conditioning

\$30.00	Minimum fee
\$3.00/\$1,000	Up to \$100,000 of project cost
\$1.50/\$1,000	>\$100,000 of project cost

Plumbing

\$30.00	Minimum fee
\$5.00/fixture	
\$30.00 Sewer and Water lateral (new or replacement of an existing lateral(s)).	A street opening permit is required for projects that involve street opening.
\$20.00 Lawn sprinkler system	

Electrical

\$30.00	0 - \$500 project cost
\$30.00 + 1%	\$501-\$2,500 project cost
\$40.00 + 0.5%	\$2,501 - \$25,000 project cost
\$165.00 + 0.25%	\$25,001 and up

SIGNS

\$25.00	Each sign (double faced sign is considered a single sign)
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Penalties for non-compliance

- The penalty for non-compliance is \$50 plus cost of prosecution for each violation.
- A separate offense occurs on each day a violation exists or continues.
- Double fee for starting before permit is issued.

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.101.654(2)(a), the following consequences might occur:

- The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by negligence by the contractor that occurs in connection with the work performed under the building permit.
- The owner may not be able to collect from the contractor damages for a loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

The intent of this notice is to avoid any unnecessary delays to property owners and/or building contractors who may be unaware of the City Building Code permit requirements which **must** adhered to for the benefit, comfort and general welfare of all involved.

Robert Christensen
Building Inspector

February 2023