

TOWN OF STAR PRAIRIE

St. Croix County
State of Wisconsin

An Ordinance Amending the Town Building Inspection and Permit Ordinance

ORDINANCE #2025-002 TOWN OF STAR PRAIRIE

The Town Board of the Town of Star Prairie does ordain as follows:

15-1 ORDINANCE AMENDED. Ordinance Chapter 15 is hereby amended as follows:

15-1-1 AUTHORITY. The Town of Star Prairie, County of St. Croix adopts these regulations under the authority granted by s. 101.65, Wisconsin Statutes and 101.12, Wisconsin Statutes.

15-1-2 PURPOSE. The purpose of this ordinance is to promote the general health, safety and welfare and to maintain required local uniformity with the administrative and technical requirements of the Wisconsin Uniform Dwelling Code and Commercial Building Codes.

15-1-3 SCOPE. This chapter applies to all dwellings, commercial buildings/structures, swimming pools, garages, structures, buildings, and residential accessory buildings.

15-1-4 ADOPTION OF CODES. The Wisconsin Uniform Dwelling Code, Chs. SPS 320-325, and Ch. 327, and its successors, of the Wisconsin Administrative Code, and all amendments thereto, is adopted and incorporated by reference and shall apply to all buildings within the scope of this ordinance.

The following Wisconsin Administrative Codes, their referenced codes and standards, and subsequent revisions are adopted for municipal enforcement by the building inspector, who shall be commercially certified by the WI Division of Industry Services.

Chs. SPS 360-366	Wisconsin Commercial Building Code
Chs. SPS 375-379	Buildings Constructed Prior to 1914 Code
Chs. SPS 316	Electrical
Chs. SPS 381-387	Plumbing

15-1-5 BUILDING INSPECTOR. The building inspector authorized by the municipality to enforce the adopted codes shall be properly certified by the Division of Industry Services.

15-1-6 RESIDENTIAL BUILDING PERMIT REQUIRED. No building of any kind shall be moved within or into the town and no new building or structure, or any part thereof, shall be erected, or ground broken for the same, or enlarged, altered, moved, demolished, razed or used within the town until a building permit has been obtained from the building inspector. Any structural changes or major changes to mechanical systems that involve extensions shall require permits. This permit shall be issued after receipt of State of Wisconsin approved plans, where required, and sanitary permits, if applicable, and a determination has been made of compliance with, zoning, setbacks, ordinances, and regulation of the Town of Star Prairie, the County of St. Croix, and the State of Wisconsin.

15-1-7 EXEMPTIONS FROM PERMIT REQUIREMENT

- (a) Additions, remodeling, reconstruction, enlargement, or alterations to buildings that do not change occupancy, area, structural strength, fire protection, exits, natural light or ventilation.
- (b) The restoration or repair of building equipment, such as furnaces, central air conditioners, water heaters, and similar mechanical equipment without the alteration or addition to building or structure.
- (c) Fences or other similar enclosures.
- (d) Re-roofing projects that do not involve the repair or replacement of any structural elements.

- (e) Outbuildings (not including structures larger than 200 square feet; meaning any structure larger than 200 square feet will require a building permit) without a foundation or slab, electric, HVAC or plumbing.
- (f) Restoration or repair of an installation to its previous code-compliant condition as determined by the building inspector on a case-by-case basis.
- (g) Exterior residing.
- (h) Painting or finishing of interior surfaces, and installation of cabinetry.
- (i) Replacement of same size windows and doors.

15-1-8 COMMERCIAL BUILDING CODE PERMIT REQUIRED. No person shall build or cause to be built any new public building or place of employment or any alteration or addition to an existing public building or place of employment without first obtaining a commercial building permit from the building inspector. This permit shall be issued after receipt of State of Wisconsin approved plans, where required, and sanitary permits, if applicable, and a determination has been made of compliance with, zoning, setbacks, ordinances, and regulations of the Town of Star Prairie, the County of St. Croix, and the State of Wisconsin.

15-1-9 FEES.

- (a) **BUILDING PERMIT FEES.** Building permit fees shall be as provided in the building inspector's fee schedule.
- (b) **DOUBLE FEES.** Building permit fees shall be doubled for any project requiring a permit which is commenced without a permit or prior to issuance of a permit.
- (c) **PAYMENT OF IMPACT FEES AS CONDITION OF BUILDING PERMIT VALIDITY.** Any required impact fees, unless expressly excepted in this Section, are to be paid to the town clerk-treasurer within 14 days of the issuance of a building permit by the town. Impact fee payments shall be the responsibility of the owner of record of the subject parcel at the time the impact fee is imposed on that parcel.

15-1-10 OCCUPANCY/ROAD DAMAGE DEPOSIT. Any applicant for a building permit for a new dwelling shall pay an occupancy and road damage deposit to the Town in the amount of \$2500.00 (two thousand five hundred dollars) prior to the issuance of the permit. This deposit shall be held in a non-interest-bearing account by the Town. If the project is completed, final inspection conducted, and the structure has not been occupied nor road damage observed, this deposit shall be refunded to the applicant. Any damage to Town roads due to the project shall be repaired by the Town and charged against the deposit. Any balance remaining shall be paid by the applicant within 30 (thirty) days of written invoice by the Town. Any amounts not paid within that time frame shall be charged against the property and placed on the tax roll pursuant to Wisconsin Statutes Section 66.0627.

15-1-11 EXPIRATION OF PERMIT. Work to be done pursuant to the permit must be commenced within six months of the date of issuance or the permit shall expire notwithstanding work pursuant to SPS 316 which shall expire within one year of the date of issuance if work has not been commenced. All work to be done pursuant to the permit must be completed within two years of the date of issuance; permits shall expire two years from the date of issuance.

15-1-12 OCCUPANCY PERMITS. No single-family dwelling or multiple family dwelling or commercial structure may be occupied by any person or party until an occupancy permit has been issued. An occupancy permit will be issued only after all inspections have been satisfactorily completed, all required fees associated with this ordinance paid, and all required terms of the ordinance have been met.

15-1-13 RIGHT OF ENTRY. The building inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes, and may require the production of the permit for any building, plumbing, electrical, or heating work. No person shall interfere with, or refuse access to any such premises, the building inspector while in the performance of his duties.

15-1-14 UNSAFE BUILDINGS. Whenever the building inspector finds any building or part thereof with the Town of Star Prairie to be, in his judgment, so old, dilapidated, or out of repair as to be dangerous, unsafe, unsanitary, unreasonable to repair or otherwise unfit for human habitation, occupancy, or use, shall order the owner to raze and remove such building or part thereof. If a building or part thereof can be made safe by repairs, the owner shall make it safe and sanitary. The owner shall perform the remedial action in a timely fashion at his own expense.

15-1-15 REGULATIONS FOR MOVING BUILDINGS.

- (a) GENERAL REQUIREMENT. No person shall move any building or structure greater than 300 SF within or into the town without a moving permit. Manufactured homes are exempt from moving permit requirements but are required to have a building permit prior to moving.
- (a) APPLICATION. The application for the moving permit shall be obtained from the building inspector and shall include:
 - (1) The route in which the structure shall be moved including any trees, bridges intersections, curbs, gutters etc. which may need special consideration.
 - (2) The date in which the move will commence.
 - (3) A description of the building including current location and photographs showing all facades of the structure.
 - (4) A site plan showing proposed location of structure
 - (5) Contact name and address of the owner of the structure.
 - (6) Contact name and number of the mover.
- (b) MOVING DAMAGED BUILDINGS. No building shall be repaired, altered or moved within or into the town that has deteriorated or has been damaged by any cause (including such moving and separation from its foundation and service connections in case of moved buildings) 50 percent or more of its equalized value and no permit shall be granted to repair, alter or move such building within or into the town. Furthermore, if the equalized assessed value of the building is not within 20 percent of the surrounding buildings where the building is proposed to be moved to, no permit shall be granted unless the building is improved to be within the 20 percent. Such determination shall be made by the building inspector, who may seek a recommendation from the town assessor.
- (c) BUILDING PERMIT A REQUISITE. Upon approval of the moving permit, the applicant must apply for, and receive, a building permit from the building inspector before the building can be moved within or into the town. Failure to apply for and receive a building permit shall constitute a violation of this article with each day of noncompliance a separate violation.
- (d) PERMIT FEES. Fees for permits issued pursuant to this article shall be in the amount provided in the building inspector's fee schedule at the time of application.
- (e) DAMAGE DEPOSIT.
 - (1) Before a permit is issued to move any building into or within the town, the applicant shall give a bond to the town in an amount to be set by the town board, which shall not be less than \$5,000.00 to be executed by a corporate surety. This bond shall be for indemnification to the town for any costs or expenses incurred by it in connection with any claims for damages to persons or property, and the payment for any expenses incurred by the town in connection with costs arising for the removal of the building for which the permit was issued.
 - (2) The damage deposit will not be returned until the structure being moved is correctly sited on a foundation that satisfies town and county ordinances and has been inspected by the town building inspector to ascertain whether the foundation and structure satisfies the current Uniform Dwelling Code and all other applicable town and county ordinances. The building inspector shall convey a judgment of approval or disapproval by letter to the town board within five days after inspection.
- (f) INSURANCE. The town board shall require, in addition to the damage deposit, that the contractor doing the moving offer proof of public liability insurance covering injury to one person in the sum of not less than \$150,000.00, and for one accident in the sum of not less than \$300,000.00 together with property damage insurance in the sum of not less than \$100,000.00, or such other coverage as deemed necessary.
- (g) TOWN BOARD APPROVAL. Upon application being made to the building inspector, he/she shall send the application to the town board to consider application for moving permits which he/she has found comply, in all respects, with all other ordinances of the town The moving permit shall not be issued unless it is found by a

majority vote of the Town Board that the exterior architectural and functional plan of the building to be moved will not be at variance with the exterior architectural and functional plan of the buildings already constructed in the immediate neighborhood or zoning district.

15-1-16 PETITIONS FOR APPEAL. Any person feeling aggrieved by an order or a determination of the Building Inspector may appeal from such order or determination to the Town Board. Those procedures customarily used to effectuate an appeal to the Town Board shall apply.

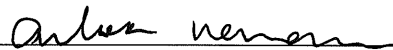
15-1-17 PENALTIES. The enforcement of this section and all other laws and ordinances relating to WI State Building Codes shall be by means of the withholding of building permits, imposition of forfeitures and injunctive action. Forfeitures shall be not less than \$25.00 nor more than \$1,000.00 for each day of noncompliance.

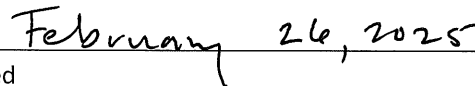
15-1-18 EFFECTIVE DATE. This ordinance shall be effective upon passage and publication as provided by law.

Adopted by the Town Board this 26th day of February, 2025.



Tom Heintz, Town Chair

Attest: 
Andrea Neumann, Town Clerk/Treasurer


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