

Village of Palmyra

PROCEDURES FOR OBTAINING A BUILDING PERMIT

State Coded Adopted

In addition to the Zoning and Development Code and other local ordinances, the Village of Palmyra has adopted and enforces the following State of Wisconsin Codes:

- Uniform Dwelling Code
- Plumbing Code
- Commercial Building Code
- Electrical Code

A. Requirement for Building Permits

Unless specifically exempted, no building or structure, including fences, may be built, enlarged, altered, repaired or moved unless a permit is first obtained by the owner, or by an authorized agent of the owner, from the Village of Palmyra

B. Exceptions from Permit Requirement

The following non-structural repairs and alterations are exempt from Building Permits:

- Re-roofing
- Re-siding
- Porch repair
- Stairway repair
- furnace replacement
- sidewalks & of grade patios
- (decks are not exempt)
- Window replacement
- Interior remodeling or paneling
- Sidewalks and on-grade patios
(decks are not exempt)
- fences

Also exempt from a building permit are above-ground swimming pools, play structures, and storage sheds less than 100 sq. feet in area provided they comply with zoning setbacks.

C. Building Inspector

The Village of Palmyra provides building permit issuance and inspection serviced through a contract with Wisconsin Building Inspections LLC., of Delafield, WI.. A State certified Building Inspector is available by calling 262-751-9693. Please call at least one day before the inspection is needed.

E. Permit Application

Before starting any work requiring a Building Permit, an application form available at Village Hall must be filled out completely and accurately and submitted to the Building Inspector.

For new buildings, additions, interior and exterior alterations, construction drawings are required. For other work not exceeding \$1,000 in cost and where the type of work is sufficiently described in the application, the Building Inspector may waive the requirement for plans and specifications.

A site plan is required for new buildings, additions, fences, easements, and other work where setbacks and other Zoning Code requirements must be observed. The site plan should be drawn to scale and should show the location of existing and proposed structures, lot lines, distances from structures to lot lines, distances between structures, and other information as may be required. If the Building Inspector is unable to determine from the site plan that the Zoning code will not be violated, he may require that a survey of the property, with accurate dimensions, be submitted by the applicant

F. Permit Issuance

A Building Permit for alterations of existing structures, or a permit for plumbing, electrical or HVAC work, or for fence construction, new driveways, or sign erection, can usually be obtained upon review of the completed application by the Building Inspector and payment of the required permit fee. No further approvals are required if all code provisions are met.

Work must start within 60 days of permit issuance and must be completed within 24 months.

Application → Building Inspector → Fee Paid → Permit Issued

For permits involving new construction & additions, additional approval steps are required:

G. Village Board Approval

Once the Building Inspector has reviewed the plans and specifications, site plan and other required documentation for new construction (such as State approvals on commercial and industrial plans), and is satisfied that all code requirements have been met, the permit is forwarded to the Village Board for approval before it can be issued. After the Village Board approves the permit, the applicant can pick up the permit from the Building Inspector at Village Hall the following morning before 9:00 a.m. or at a subsequent time at the applicant's convenience.

Any building that has been designated on the Historical Register with the Historical Commission of Palmyra will need to file a form explaining their plans for building/remodeling. This is to help keep historic buildings looking "historic". Historical Commission can not deny any building/remodeling, they can only voice their concerns to the Village Board.

Application → Building Inspector → Fee Paid → Village Board → Permit Issued

The Village Board meets on the first and third Monday of each month at 7:00 p.m. Therefore, depending on when a permit application is submitted to the Building Inspector, and providing that approval by the Plan Commission is not required for the proposed project, issuance of a permit could take up to two weeks after it has been reviewed by the Inspector.

H. Plan Commission Approval

1. All commercial, industrial, institutional or multi-family residential structures erected, moved, reconstructed, extended, enlarged, altered or changed must have **site and structure plan approval** by the Plan Commission before a permit application can be reviewed by the Building Inspector and forwarded to the Village Board for approval and a Building Permit issued. (one- and two-family homes are exempt from site and building plan review by the Plan Commission when zoned residential)

Application → Plan Commission → Fee Paid → Village Board → Permit Issued

↓ ↑
Building Inspector

2. Any non-residential change of use will require a Plan of Operations/Occupancy permit and approval by the Plan Commission is needed.

Application → Fee Paid → Building Inspector → Plan Commission → Fire Dept. Inspection → Permit Issued

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