

NEW HOMES

1. Filled out Wisconsin Uniform Building Permit Application
2. Survey/Site plan may need to be reviewed by Zoning Administrator
3. Building permit approval from Village Board
4. 3 sets of building plans
5. 3 surveys of the land showing elevations and distances to lot lines
6. 1 copy of Thermal Performance Sheets (heat loss calculations)
7. 2 copies of Erosion Control Plan shown on survey
8. Filled out Right of Way work permit. (DPW)
9. Filled out Driveway permit. (Building Permit)
10. Filled out Sidewalk Construction permit. (DPW)
11. Filled out Request for new Water and/or Sewer service permit. (Inspector / DPW)
12. \$1,000 check made out to the Village of Palmyra for deposit of Water lateral installation.(check with DPW)
13. \$1,000 check made out to the Village of Palmyra for Sewer lateral installation. (check with DPW)
14. Check made out to the Village of Palmyra for Reserve Capacity Sewer Charge (per Village fee schedule)
15. \$1,000 check made out to the Village of Palmyra for Park Impact Fees
15. Filled out Construction/Occupancy Bond application and \$1,000 check made out to Village of Palmyra.

ADDITIONS, REMODELS, ACCESSORY BUILDINGS & SWIMMING POOL

- 1 Filled out Building, HVAC, Electrical & Plumbing Applications
- 2 2 sets of building plans
- 3 2 copies of survey of the land
- 4 2 copies of Erosion Control Plan shown on survey
- 5 Survey/Site plan may need to be reviewed by Zoning Administrator
- 6 \$500 Construction bond required if Total Value of work exceeds \$20,000

COMMERCIAL / INDUSTRIAL / MULTIFAMILY

1. Filled out Land Use application and necessary paperwork for MSA to start review process
2. Site Plan / Storm Water / Erosion control approval from MSA and the Village Plan Commission
3. Building permit approval from the Village Board
4. Filled out Building, HVAC, Electrical & Plumbing Applications
5. Filled out Sign application.
6. 2 Sets of State approved building plans (More copies Will be required for Village Meetings "11x17")
7. 2 copies of a survey showing all buildings located on it to scale
(Include Erosion Control measures on a copy of the survey)
8. Filled out Right of Way work permit. (DPW)
9. Filled out Driveway permit.
10. Filled out Sidewalk Construction permit. (DPW)
11. Filled out Request for new Water and/or Sewer service permit. (Inspector & DPW)
12. \$1,000 check made out to the Village of Palmyra for deposit of Water lateral installation.(Check with DPW)
13. \$1,000 check made out to the Village of Palmyra for Sewer lateral installation. (Check with DPW)
14. \$2,000 Construction bond required if Total Value of work exceeds \$50,000.
15. Check made out to the Village of Palmyra for Reserve Capacity Sewer Charge (per village fee schedule).

Please call the Village Zoning Administrator-- Andrew Bremer (608) 242-6605 with any questions relating to:

- * Site Plan (Parking, Landscaping, Lighting, Signs, etc.)
- * Land Splits
- * Annexations (Attach/Detach)
- * Zoning Board of Appeals
- * Plan of Operations
- * Shore land Floodland Districts
- * Conditional Uses

Please call the Village Engineer – Joe DeYoung (608) 242-6646 with any questions relating to:

- * Storm Water Management
- * NR 216 (Any disturbance to land greater than 3000 sq. ft.)
- * Erosion Control Larger than 1 Acre

Please call John Moosreiner (262) 490-0277 with any questions relating to Building Inspections

Project Description and Location: _____

(1) Plan of Operation / Land Use Application Filled out in **DETAIL** – Copy located with Village Clerk

(2) Site Plan Submittal:

- Showing Parking ____
- Showing look of building (exterior) ____
- Showing interior layout of building. ____
- Showing signage. ____
- Showing landscaping (if required) ____
- Showing lighting (if required) ____
- Other ____

(3) Zoning and Approved Use of Business: _____

(4) Zoning Board of Appeals (If Needed) _____

(5) Approvals needed for Village.

Village Zoning Administrator – Andrew Bremmer (608) 242-6605 ____

Village Engineer – Joe DeYoung (608) 242-6646 ____

Village Attorney – Stan Riffle (262) 548-1340 ____

Village Fire Department – James Small (262) 495-4200 ____

Village Police Chief – James Small (262) 495-4200 ____

Department of Public Works – Josh Gajewski (262) 495-4106 ____

Village Building Inspectors – John Moosreiner (262) 490-0277 ____

(6) Getting on and approved by Village Plan Commission or Village Board
(It's your responsibility to get on the agenda through the Village Clerk.) (Please have **All** necessary paperwork turned into the Village 3 weeks before your meeting date)

(7) Approval of plans _____

(8) Filled out Building Permit Application and a full set of plans submitted to Building Inspector _____

Applicant signature: _____

Date: _____

PROFESSIONAL STAFF FEES – Any charges incurred by the Village due to the use of any of the Village's professional staff will be charged back to you. Any appeals of these charges will be heard if submitted in a timely fashion by the Village Board. See Chapter 3 of the Village Municipal Code book for full disclosure of chargeback's and appeals.

Updated 6/1/16