

# **BUILDING PERMIT ORDINANCE**

## **TOWN OF YORK**

### **Green County, Wisconsin**

#### **Ordinance #10-3**

*This Ordinance supersedes Building Permit Ordinance #04-01 and its amendments*

#### **1. AUTHORITY**

The Town Board of the Town has the authority under Sec. 60.61 and 101.65, and general authority under its Village Powers, to adopt this Ordinance in order to promote the general health, welfare and safety of the town.

#### **2. PURPOSE**

The purpose of this ordinance is:

- a. 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;
- b. To acquire information on the type, size, and location of all buildings and structures constructed, deconstructed, remodeled, removed, or demolished;
- c. To exercise jurisdiction over the construction and inspection of new buildings, as well as additions that increase the physical dimensions of dwellings and commercial buildings, alterations to building structure or alterations to a building's heating, ventilating, air conditioning, electrical or plumbing system;
- d. To provide plan review and on-site inspection performed by persons or agencies certified by the Department of Commerce (DCOMM);
- e. To establish and collect fees to defray the cost thereof;
- f. To provide remedies and penalties for violations of this ordinance.

#### **3. WISCONSIN UNIFORM DWELLING CODE ADOPTED**

- a. The following chapters of the Wisconsin Administration Code, as adopted and effective as of the effective date of this Ordinance, together with all amendments thereto, are hereby adopted and by reference made a part of this Ordinance as if fully set forth in this section. Any act required to be performed or prohibited by an Administrative Code provisions incorporated by reference in this section is required or prohibited by this

section. Any future amendments, revisions or modifications of the Administrative Code provisions as incorporated in this subsection are intended to be made part of this article to secure uniform statewide regulation of the construction regulated under these Administrative Code provisions. The Administrative Code provisions included in this incorporation by reference are as follows:

- i. Wis. Admin. Code, Chapters 17 and 19, Electrical Code NEC 2005 or most recent
  - ii. Wis. Admin. Code, Chapters COMM 20 through 25, Uniform Dwelling Code
  - iii. Wis. Admin. Code, Chapters COMM 75 - 79, Existing Building Code
  - iv. Wis. Admin. Code, Chapters COMM 80 - 86, Uniform Plumbing Code
- b. The building Inspector, as certified by DCOMM, is hereby authorized and directed to administer and enforce all of the provisions of the Wisconsin Uniform Dwelling Code and other Administrative Codes adopted by the Town of York.
  - c. Any existing Town Ordinances pertaining to the construction of new dwellings which conflict with the Wisconsin Uniform Dwelling Code are hereby repealed.
  - d. The scope of this ordinance includes construction and inspection of 1 and 2 family dwellings built since June 1, 1980. The scope also includes reconstruction and inspection of 1 and 2 family dwellings built before June 1, 1980.

#### **4. BUILDING INSPECTOR**

There is hereby created the position of Building Inspector, who shall administer and enforce this ordinance and shall be certified by the Division of Safety & Buildings, as specified by Wisconsin Statutes, Section 101.66(2), in the category of Uniform Dwelling Code Construction Inspector. Additionally, this or other assistant inspectors shall possess the certification categories of UDC HVAC, UDC Electrical, and UDC Plumbing.

#### **5. BUILDING PERMIT REQUIRED**

Prior to commencing any of the following work, the owner or agent shall obtain a valid permit from the Town of York Building Inspector for:

- a. Construction of new buildings, including 1 and 2 family dwellings, garages, storage sheds, etc.
- b. Additions that increase the physical dimensions of a building, including decks;
- c. Alterations to the building structure, or alterations to the building's heating, electrical or plumbing systems, except where exempted below (Sect. 6). Restoration or repair of an installation to its previous code-compliant condition as determined by the Building Inspector is exempted from permit requirements;

- d. Water heater replacements shall require a permit if the plumbing, venting, electrical or gas supply systems are altered;
- f. Electrical service modifications;
- g. Construction or placement of mobile homes is not allowed in the Town of York.

## **6. EXEMPTIONS FROM PERMIT REQUIREMENT**

The requirement in Section 5 to obtain a Town Building Permit shall not apply to any of the following:

- a. Buildings or structures owned by the Town of York;
- b. Remodeling or alterations to buildings (except electric service), when the cost of the work, including labor, shall be less than \$5,000 within a twelve (12) month period.
- c. The restoration or repair of building equipment, such as furnaces, central air conditions, water heaters, and similar mechanical equipment (except electric service) without the alteration of, or addition to, the building or structure.
- d. Minor repairs performed for maintenance or replacement purposes in an existing building which does not involve the structural portions of the building or structure, or which does not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways or exits, fire protection and which does not increase a given occupancy or use (ex. Window and door replacement if it does not affect structure)
- e. Re-siding, re-roofing and finishing interior surfaces, and installation of cabinetry. However, unless structural calculations are provided, no more than two layers of roofing shall be installed on a roof.
- f. Fences or other similar enclosures.
- g. Portable buildings, or buildings less than 200 square feet.
- h. Agricultural buildings.

## **7. BUILDING PERMIT FEES**

The building permit fee schedule shall be determined from time to time pursuant to resolution adopted by the Town of York Board. In addition to the Town's standard building permit fees, a fee of \$500.00 will be collected on all building permits drawn for the construction of new residential units and deposited into the Town of York Rural Land Conservation Program Account.

**8. PENALTIES**

The enforcement of this section and all other laws and ordinances relating to building shall be by means of the withholding of building permits, imposition of forfeitures, injunctive action, together with the costs for such action, including, but not limited to, all costs, disbursements and attorneys' fees incurred by the Town. Forfeitures shall not be less than \$50.00 nor more than \$500.00 for each day of noncompliance. Each day that such violation continues constitutes a separate offense.

**9. SEVERABILITY**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

**10. EFFECTIVE DATE**

This ordinance shall take effect on the day after passing and posting in accordance with the requirements of law.

This Ordinance was adopted by the Town of York Board of Supervisors at a meeting on the July 13, 2010 on a three (3) yes and (0) no vote.

Chairman Dan Reeson \_\_\_\_\_

1st Supervisor Dan Truttman \_\_\_\_\_

2nd Supervisor Steve Hermanson \_\_\_\_\_

Clerk Nancy Anderson (Attest) \_\_\_\_\_

Original on file with Town Clerk

## **TOWN OF YORK BUILDING PERMIT REQUIREMENTS**

The following information is required for permit processing:

Michael Fenley, Inspector:

Diggers Hotline (1-800-242-8511) should be called prior to excavating

### **NEW HOMES:**

1. Copy of driveway permit from Town of York
2. Copy of sanitary permit
3. Copy of Green County zoning permit
4. Plot Plan, including erosion control plan
5. Two complete sets of plans to scale
6. List of contractors with addresses and phone numbers(master plumber's license number required)
7. Heat loss calculations (form can be obtained from inspector)
8. Fill out complete permit form
9. Pay all fees due, including the \$500.00 fee to be deposited into the Town of York Rural Land Conservation Program Account.

### **ADDITIONS AND GARAGES:**

1. Copy of Green County zoning permit (may require septic tank inspection)
2. Two complete sets of plans to scale
3. List of contractors with addresses and phone numbers
4. Fill out complete permit form
5. Plot plan showing location of proposed structure relative to property lines

### **INTERIOR REMODELING:**

1. Required information will vary depending on project.

Please call inspector to discuss information needed.

**SHEDS AND DECKS:**

1. Plot plan showing location of proposed structure relative to property line
2. One complete set of plans to scale

**NOTE:** Separate permits are required for any additional work involving electrical, plumbing, and/or hearing of the above mentioned projects

**PLUMBING WORK** may only be done by master plumbers or an owner of a single family home occupying such structure and the primary residence per state codes.

**ELECTRICAL WORK** requires a permit for all new service entrances. Minor repairs do not require a permit.

**AGRICULTURAL BUILDINGS** do not require a building permit. However, if an electrical inspection is required, electrical permit fees will be charged.

APPLICANT- PLEASE DO NOT SEPARATE THIS FORM. Your copy will be returned to you with your permit.

Fenley Total Inspections  
343 Harris St.  
Mineral Point, WI 53565  
608-963-0652

# UNIFORM APPLICATION BUILDING PERMIT

Permit No. \_\_\_\_\_

**Wisconsin Statutes 101.63, 101.73**  
The information you provide may be used by other government agency programs. [(Privacy Law, S. 15.04 (1)(m))]

Project Description: \_\_\_\_\_

**PERMIT REQUESTED**     Construction     HVAC     Electric     Plumbing     Erosion Control     Other:

Owner's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Tel. \_\_\_\_\_

**Contractor Name & Type**    **Lic/Cert#**    **Mailing Address**    **Tel. & Fax**

Dwelling Contractor (Constr.) \_\_\_\_\_

Dwelling Contr. Qualifier \_\_\_\_\_  
The Dwelling Contractor Qualifier shall be an Owner, CEO, COB or Employee of the Dwelling Contractor

HVAC Contractor's Name: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_

Plumbing Contractor's Name: \_\_\_\_\_

**PROJECT LOCATION**    Lot area \_\_\_\_\_ Sq. ft.    One acre or more of soil will be disturbed \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E (or) W

Site Address: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Zoning District(s) \_\_\_\_\_ Zoning Permit No. \_\_\_\_\_ **Setbacks:** Front \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Left \_\_\_\_\_ ft. Right \_\_\_\_\_ ft.

<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRICAL</b>	<b>9. HVAC EQUIPMENT</b>	<b>12. ENERGY SOURCE</b>																					
<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Raze <input type="checkbox"/> Other: <input type="checkbox"/> Move	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Commercial <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Other:	<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Baseboard/Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Cond. <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Fuel</td> <td style="border-bottom: 1px solid black;">Nat Gas</td> <td style="border-bottom: 1px solid black;">LP</td> <td style="border-bottom: 1px solid black;">Oil</td> <td style="border-bottom: 1px solid black;">Elec</td> <td style="border-bottom: 1px solid black;">Solid</td> <td style="border-bottom: 1px solid black;">Solar</td> </tr> <tr> <td>Space Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar	Space Htg							Water Htg						
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar																			
Space Htg																									
Water Htg																									
<b>2. AREA INVOLVED</b>	<b>4. CONST. TYPE</b>	<b>8. USE</b>	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>																					
Bsmt _____ Sq Ft Living Area _____ Sq Ft Garage _____ Sq Ft Other _____ Sq Ft <b>Total</b> _____ Sq Ft	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd: <input type="checkbox"/> WI UDC <input type="checkbox"/> U.S. HUD	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit No.: _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on WIScheck report)																					
	<b>5. STORIES</b>		<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>																					
	<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well	\$ _____																					

I understand that I am subject to all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

**I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.**

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.  See attached for conditions of approval.

ISSUING JURISDICTION     Town of     Village of     City of     County of     State    State Contracted Inspection Agency# \_\_\_\_\_    Municipality Number of Dwelling Location \_\_\_\_\_

<b>FEES:</b>	<b>INSPECTIONS REQUIRED</b>	<b>WI PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review \$ _____ Inspection \$ _____ WI Seal \$ _____ Other \$ _____ <b>TOTAL</b> \$ _____	<input type="checkbox"/> Footing <input type="checkbox"/> Underfloor Plumbing/test <input type="checkbox"/> Foundation <input type="checkbox"/> OS Sewer Lateral/test <input type="checkbox"/> Rough Construction <input type="checkbox"/> Electric Service <input type="checkbox"/> Rough Electrical <input type="checkbox"/> Insulation <input type="checkbox"/> Rough HVAC <input type="checkbox"/> Final <input type="checkbox"/> Rough Plumbing/test	_____	Name _____ Date _____ Tel. _____ Cert No. _____

**RECEIPT:**    Check #: \_\_\_\_\_ From: \_\_\_\_\_    Rec'd by: \_\_\_\_\_    Date: \_\_\_\_\_