

## **When do I need a building permit?**

A Building permit is required by Municipal Code Chapter 14 anytime a building is erected, altered, or repaired. This applies to new construction, home additions, or remodeling, decks, garages, sheds, and swimming pools. If the shed is less than 100 sq. ft. or if repair costs less than \$200, the permit may be waived by the Building Inspector.

## **Do I need building plans?**

Yes! Building plans must be prepared by either the owner/applicant or a professional employed by the owner/applicant. Plans should clearly show the extent of the project and any pertinent information or dimensions needed to effectively evaluate the proposed project, including room labels, exits, and structural details. If the total project cost does not exceed \$2,000, the Building Inspector may choose to waive the required plans. Projects limited to roofing, siding, or window replacement which do not involve structural alterations to the existing building do not require plans.

## **What do I need to obtain a Building permit?**

A permit application must be filled out and plans submitted for review. Building plans consist of foundation and floor plans, elevations, and any required details. The plans must show in detail the extent of the project including a description of the proposed work, use of spaces, exiting, details if structural changes are planned, and proposed electrical, plumbing, and/or HVAC work.

If the project is a building addition, deck, or garage, a site plan must also be submitted in addition to building plans, showing location of all property lines, distance of any buildings to those property lines, and location of all existing and proposed structures such as house, garage, fences, sheds, etc. It must include existing and proposed setbacks, location of any utilities, gas, water, and electric lines and any easements on the property.

Required erosion control measures including silt fence, gravel driveway, and location of excavation piles must also be shown on the site plan. Erosion control is viewed very seriously by the State of Wisconsin, Dane County, and by the Village of Mount Horeb. Erosion control measures must be clearly shown and must be maintained for the duration of the project.

## **What other types of permits may be required?**

The Village of Mount Horeb issues permits for new houses, building additions, building alterations, repairs, including roofing, siding, and any mechanical repairs such as electrical, plumbing, and HVAC. Permits are also issued for construction of decks, fences, garages and sheds, and landscaping structures such as gazebos and flag poles, as well swimming pools. Permits are also issued for any type of tear-down or demolition.

Business owners must be aware that permits are issued for signs prior to installation and that signs must meet specific guidelines for the location and zoning district. A diagram showing the size, height, and material of the sign will be required as well as a site plan of the proposed sign location. Also, permitted signs do not include flags, banners, or balloons, or any type of waving, rotating, or flashing “attention getters” unless specifically approved by the Plan Commission for an event.

New businesses or businesses that have moved should also be aware that the Village issues zoning permits prior to opening the business. The zoning permit gives the Village the opportunity to review the proposed business for conformance with the zoning district. There is no charge for zoning permits

### **How much do permits cost?**

Permit fees vary. A detailed fees chart is available for download but a basic fee schedule is shown below:

New construction & bldg additions: \$ 0.24 per sq ft for all floors, garage, and decks

Small building additions/alterations: \$35 for permit plus \$30 for each inspection required.

Garages, decks: \$65 (\$30 additional for larger structures)

Sheds, fences, roofing, siding, misc. repairs: \$35 (\$30 for additional inspections if required)

Signs: \$35 (\$30 for additional inspections if required)

### **Where do I go to obtain a building permit?**

The Building Inspector’s office is located on the second floor of the Mount Horeb Municipal Building in the rear of the building. Please call for an appointment.