

INSTRUCTIONS FOR BUILDING/USE PERMIT APPLICATIONS

VILLAGE OF ELLSWORTH

(1) **Fees.** The application for a use permit shall be accompanied by a nonrefundable application fee, as follows:

a. Use permit, New Principal Structure:	\$ 100.00
b. Use permit, Structural Alteration/Addition:	50.00
c. Use permit, New Accessory Structure:	50.00
d. Special Use/Conditional Use Permit	75.00
The following include meeting and publication fees:	
Board of Appeals Meeting:	300.00
Plan Commission Meeting:	300.00
Plan Commission Meeting (Rezone)	350.00

Building Inspector Fees

Major house additions requiring inspections same as new houses. \$300
An addition that adds one or more rooms, greater than 400 additional square feet of floor area without removing the existing house.

Major house remodeling, additions or large detached non-residential structure. \$250
Includes the removal of any interior or exterior wall space that cause a new foundation to support a new roof line & enlarge the footprint by adding less than 400 square feet in total existing house.

Minor additions and attached structures not part of the original construction. \$200
Includes the completion of unfinished basement rooms such as recreation room, bedrooms & bathrooms in the house interior & each exterior attached enclosed porch.

Unattached garage with electrical & plumbing \$150

Detached small structures & other required inspections. \$ 75
Decks, accessory sheds (**only if with electrical**), unattached garage, egress windows, changing size of windows.

Modular or Manufactured Home(Mobile home manufactured after April 2007). \$400
Modular or Manufactured assembled home new or used to be placed at grade without a permanent basement foundation.

Outdoor Heating Devices. \$ 50

- (A) **Dimensions, Stakes.** All dimensions shown relating to the location and size of the lot shall be based upon actual survey. The lot and the location of the structures thereon shall be staked out on the ground before construction is started.

THE RESPONSIBILITY FOR THE ACCURACY AND LOCATION OF SUCH STAKES SHALL BE THE APPLICANT'S.

- (B) **Plat Plan or Survey.** Showing the location, boundaries, dimensions, slope of terrain, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, slope or terrain and use of any abutting lands and their structures within forty (40) feet of the subject site. The plat plan or survey shall be prepared by a licensed surveyor in all instances where approval of the proposed use will involve measurement of the distance from a structure to adjoining lot lines. By way of example the following would require a plat plan or survey prepared by a licensed surveyor: **new principal structure.** The plat plan or survey costs shall be paid by the applicant. The plat plan submitted shall include a "lot envelope", being an area within the plat plan marked by a dotted line on the interior of the lot, which dotted line must be located at the minimum distance of the required setbacks of each adjacent lot line and within which a principal or accessory structure may be erected (see attached).
- (2) **Issuance.**
- (A) **Time Limit.** The decision of the Zoning Administrator shall be made not less than 3 or more than (10) days after application is made. The decision of the Zoning Administrator shall be made in writing. The applicant shall be notified of the decision of the Zoning Administrator.
- (B) **Prior Approval.** Where preliminary approval is first required from the Board of Appeals, Plan Commission, or Village Board, the Zoning Administrator shall direct the application to the appropriate body and the application shall be considered by the Zoning Administrator subsequent to approval from the preliminary reviewing Board or Commission, in which event the determination of the Zoning Administrator shall be made within ten (10) days of his receipt of the determination by said Board or Commission.
- (3) **Expiration.** Any use permit issued for a structural alteration or new structure shall expire and become null and void unless substantial construction has begun within ninety (90) days of the date of issue, and in any case such permit shall expire twelve (12) months from date of issue. Substantial construction of a new structure requires at minimum substantial excavation and placement of footings. Substantial construction of an alteration requires at minimum substantial change in the structure or use to be altered. All construction of exterior or structural members shall be completed within twelve (12) months from date of issue; items to be completed include finished interior walls, plumbing, electrical and heat systems, windows, interior and exterior doors, kitchen cabinetry and steps and stoops.
- (4) In all cases of new construction involving excavation, no excavation shall be commenced unless the Zoning Administrator or his/her designee has been on site to verify excavation is consistent with the stakes set on the premises. Notwithstanding, the applicant is responsible for construction consistent with the permit plan, and dimensions shown on the plan, submitted to the Zoning Administrator. **IF ANY CHANGES ARE MADE TO CHANGE OR ALTER ORIGINAL PERMIT APPLICATION AFTER PERMIT IS SUBMITTED IN TO THE ZONING ADMINISTRATOR, AN AMENDED PERMIT MUST BE SUBMITTED.**

Greg Engeset, Village of Ellsworth Zoning Administrator
130 N. Chestnut St.
Ellsworth, WI 54011
Phone: 715-273-4742 Fax: 715-273-6460 E-mail: greg@villageofellsworth.org

Galen A. Seipel, Building Inspector
149 Tower Road,
Prescott, WI. 54021
Phone: 715-262-5777 Fax: 715-262-3213 E-mail: gaseipel@centurytel.net

This permit will expire in one year without extension approval. This permit is approved only for the expressed construction by the applicant. Inspector must be called for required inspections at 715-262-5777

VILLAGE OF ELLSWORTH BUILDING/USE PERMIT APPLICATION

PERMIT NO. _____

The undersigned makes application for a Building/Use Permit for the work described and located as shown herein.

Date _____

Applicant or Agent: _____

Address & Phone #: _____

Building or Contractor: building contractors registration "BRC" #: _____

Dwelling contractor's certification "DCC" # (Required for permits): _____

Property Owner: _____

Address & Phone #: _____

Building Site address: _____

Best Time to Contact You: _____

Zone District: _____

Proposed Construction: (Be specific)

New Structure: _____

Addition: _____

Alteration: _____

Outdoor Heating Devices: _____

Manufactured Home State Inspection (manufactured after April of 2007) _____

Other: _____

Lot Size: _____ x _____ **Present Use:** _____

Lot Area: _____ square feet.

Proposed Setbacks (from drawing):

Front: _____

Rear: _____

Sides: _____

Building Details:

Size: _____ x _____

Stories _____ **Height:** _____

Estimated construction cost: _____

The applicant and builder agrees to comply with all of Village of Ellsworth zoning code, the adopted Wisconsin uniform dwelling code, commercial building code and erosion control code where they apply and all other conditions of the Village of Ellsworth ordinance. The applicant understands that the issuance of this building or zoning permit creates no legal liability, expressed or implied on the Village of Ellsworth or the Building Inspector/Zoning Administrator for non-residential buildings and certifies that all the information provided is accurate.

Building review inspection for non-residential or non-commercial buildings is to review for typical or best construction practices being applied. The Building Inspector/Zoning Administrator does not certify or warrantee the construction for safety or durability. The State of Wisconsin does not provide a building code for non-residential structures except commercial buildings.

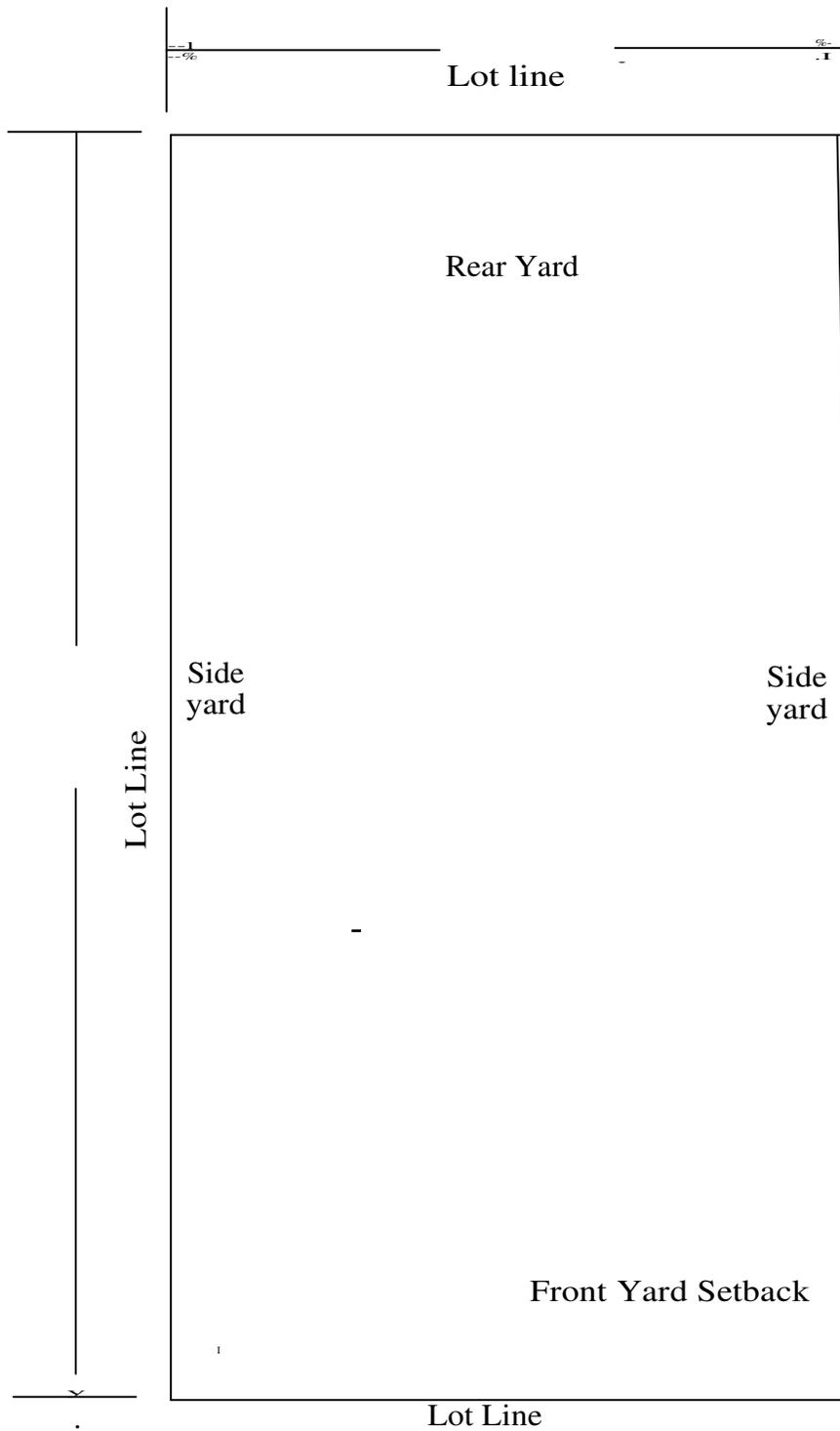
SIGNATURE: _____

DATE: _____

VILLAGE OF ELLSWORTH
(PLAN SKETCH)

PERMIT NO. _____

NAME _____



INDICATE NORTH DIRECTION

FILL IN DIMENSIONS ON THIS SHEET AND LOCATE ALL EXISTING AND PROPOSED BUILDINGS.
SHOW SIDEWALKS AND VILLAGE STREETS.

IT IS AGREED BY PERMITTEE AS FOLLOWS:

- 1. Permittee shall remove all debris from construction and remodeling projects from their property.**
2. Permittee shall clean off dirt, mud, rock, sand, etc. from the street made by trucks delivering materials, washing off lot and yard. If cleanup is needed by the Village Public Works Department, the party responsible will be billed accordingly.
3. Permittee shall see to it that all debris that should blow or be placed on other neighboring properties be removed as soon as possible.
4. Village of Ellsworth Demo Site is open for all Village residents and property owners.

Hours are as follows:

April - October-----Saturday 8:00 a.m. to 12:00 p.m.
Wednesday 4:00 p.m. to 8:00 p.m.

November-----Saturday 8:00 a.m. to 12:00 p.m.

December – March--- First Saturday of each month 8:00 a.m.
to 12:00 p.m.

Demolition dumping fee:
receipt to dump must be
obtained from the Village
Clerk's Office before
dumping at Demo Site:

\$25 per load-pickup or trailer

\$75 per load-dump truck or dumpster

\$25 – Dump Opening Permit

Dated: _____

Signed: _____

Office Use Only

Village Permit	
State Permit	
Water Hook Up	
Sewer Hook Up	
Impact Fees - Parks	
Impact Fees – Water	
Impact Fees – Police	
Impact Fees – Library	
Building Inspector Fee	
Board of Appeals	
Plan Commission	
TOTAL	

ACTION:

Issued: _____

Denied: _____

To Board of Appeals: _____

To Plan Commission: _____

Decision: _____

Remarks: _____

ZONING ADMINISTRATION:

Inspection Date: _____

Remarks: _____

FAXED/MAILED TO BUILDING INSPECTOR: Date:
