

**COMMERCIAL AND MULTI-FAMILY
 BUILDING PERMIT APPLICATION**

Property Description		
Project Address (One application per location):		
<input type="checkbox"/> Check if New Address Needed	Dunn County Parcel ID #	Staff Use Only - Assigned Address
Owner(s):	Phone	Email:
Mailing Address:		
Applicant (If differed from owner):	Phone	Email:
Mailing Address		

Project Description		Estimated Costs
Type of Work		
<input type="checkbox"/> New Construction – <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family - # of Units ____ <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Other	\$	
Details Square Footage: _____ # of Stories: _____ Building Height: _____ Building Use: _____		
Repairs/Maintenance – Some projects may not require a fee. Check with the inspector.	\$	
Remodel/Alteration/Mechanical – Structural changes require a permit	\$	
Driveways and Parking Pads– May require an additional permit for a new driveway	\$	
Fence (Not including seasonal fences)	\$	
Outlying Structure - Signs (requires additional sign permit), sheds, pools, decks, car ports, and other permanent structures.	\$	
Addition	\$	
Details: Square Footage: _____ # of Stories: _____ Building Height: _____ Addition Use: _____		
Demolition	\$	
Moving	\$	
Erosion Control – Projects over 1 acre are subject to DNR licensure and fees.	\$	
Description of Work:		
		Total Project Cost:
		\$
New Construction and Additions Require the Following Attachments/Approvals to be Submitted with your application		
<input type="checkbox"/> Floor Plans <input type="checkbox"/> Building Elevations <input type="checkbox"/> State Plan Approval Seal/Letter <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Landscaping/Sign Plans <input type="checkbox"/> New Utility Contracts <input type="checkbox"/> Zoning Permit		
General Contractor	Phone Number	WI License #:
Electrical Contractor	Phone Number	WI License #:
Master Electrician	Phone Number	WI License #:
Plumbing Contractor	Phone Number	WI License #:
HVAC Contractor	Phone Number	WI License #:

BUILDING INSPECTOR USE ONLY

Application for Permit I understand that I am subject to all applicable codes, laws, statutes, and ordinances, including those described on the reverse side of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the State or Village; and certify that all the above information is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours and for any purpose to inspect the work for which is being done.	Fees – Waived for governmental bodies	
	First \$1,000 of Cost	\$0.00 \$
	Project cost \$1,000-\$5,000	\$25.00 \$
	Each Additional \$1,000 of Cost	\$1.00 \$
	Razing	\$25.00 \$
	Erosion Control	\$50.00 \$
	Total Fees:	

_____ Applicant Signature _____ Date

Cautionary Statement to Contractors for Projects Involving a Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq.ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involved windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Contact the Wisconsin Department of Health Services at 608-261-6876 or review their web site at <https://www.dhs.wisconsin.gov/lead/index.htm>.

Contractor Credential Requirements

All contractors shall possess an appropriate contract credential as required and issued by the Wisconsin Department of Safety and Professional Services. Contractors are also required to only subcontractor with contractors that hold the appropriate contractor credentials.

Diggers Hotline

Pursuant to Wisconsin Statute 182.0175, All contractors or homeowners performing excavating work or work digging are required to contact the Digger's at 811 or through their website <https://www.diggershotline.com/> at least three days prior to commencing work.

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification website at <https://dnr.wisconsin.gov/topic/Wetlands/identification.html> or a DNR service center.

Application Instructions

All building projects other than 1- and 2- family dwellings require approval of the permit by the Village Board. Requests for changes in zoning, zoning variances, and conditional use permits must be submitted and approved by the Village Board before you begin the building permitting process. The Village Board meets on the second Monday of each month. You must have State approval of building plans before submitting to the Village for a permit. Please allow an appropriate amount of time for your applications.

If you do not have an exact quote for the cost of the project but submit as accurate estimate based on similar projects in the area. Contact the Building Inspector at 715-702-1971 for any questions. Applications will not be accepted unless filled out in their entirety and **payment for all fees are included**. The Village of Boyceville does not accept credit card payments. Checks must be made out payable to the Village of Boyceville. Payment must be in a sealed envelope attached to the application. Applications may be submitted by mail, placed in the Village Hall drop box (south of the parking lot at 1233 Charlotte Street), submitted to the Boyceville Police Department (903 Main Street Ste. C) or by arranging with the Building Inspector to hand deliver the application.

Work on approved building permits must commence within six months of the issuance of the permit and the permit expires eighteen months after the issuance date.

OFFICE USE ONLY

_____ Approved Denied _____
 Police Dept. Review Village Board Review Village Hall Receipt Date