



VILLAGE OF PADDOCK LAKE RESIDENTIAL ADDITION/REMODEL PERMIT CHECKLIST

BUILDING PERMIT AND ZONING PERMITS SHALL BE OBTAINED PRIOR TO CONSTRUCTION OF A RESIDENTIAL ADDITION

I. BUILDING PERMIT ISSUANCE

A. The following items shall be submitted to the Building and Zoning Department.

1. A memorandum of approval or permit from the Kenosha County Sanitarian shall be required if the addition is located near an existing private on-site sewage disposal system or if the number of bedrooms or bathrooms is being increased. (Available from the Kenosha County Sanitarian's Office). If you receive a Village Quarterly Sewer Bill, you are not connected to a septic system.
2. A site plan – showing the proposed and existing structures and their distance to lot lines. (See attached plan information sheet and sample site plan attachment.)
3. A side section – showing the proposed type of building materials to be used. (See sample of typical section plan attachment.)
4. Two complete sets of construction blueprints or building plans.
5. A completed application form including the estimated cost of construction.
6. Wisconsin Department of Industry Labor and Human Relations (DILHR) Energy Worksheet may be completed, these forms may be available through your general contractor or heating contractor. Forms are available from the building and Zoning Department.

B. Check Zoning District regulations and restrictions for your property.

C. Building Permits will require three to ten working days to process.

D. When a Building Permit is issued, it may encompass all of the following items, if applicable:

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| 1. Addition/Remodel Permit | 4. HVAC Permit |
| 2. Electrical Permit | 5. Plumbing Permit |
| 3. Zoning Permit | 6. Plan Review Fee |

E. Permit Costs:

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| 1. Building Permits for addition/remodel | \$00.22 sq.ft. |
| All areas affected | \$25.00 minimum |
| 2. Plan review for addition/remodel | \$30.00 |
| 3. New heating unit/furnace update | \$25.00 |
| 4. Electrical wiring extension | \$00.45/receptacle/switch |
| | \$00.35/fixture |
| | \$25.00 minimum |
| 5. Plumbing fixtures | \$8.00 per fixture |
| | \$25.00 minimum |
| 6. Zoning Permit | \$20.00 |

NOTE: FEES TRIPLE IF WORK HAS STARTED WITHOUT PERMITS.

F. Plumbing permits may be applied for by Wisconsin Licensed Master Plumbers, or the property owner. Utility Connection permits will only be issued to Wisconsin Licensed Utility Contractors.

G. It is the responsibility of the owner or contractor to call the Village of Paddock Lake for required inspections. (Minimum of 24 hour scheduling notice required.) All projects shall be inspected and approved prior to issuance of a final inspection certificate. (See attached inspection schedule.)

II. SITE PLAN REQUIREMENTS

A. The following items shall be shown on the site plan:

1. Dimension of lot.
2. Location and dimensions of all existing and proposed structures on lot.
3. Setback distances from all lot lines, shorelines, and wetlands to structures and driveways. Distances shall be measured from the edge of the street right-of-way(s) and property line side and rear lot lines.
4. The shoreyard setback, 50 feet from the ordinary high water elevation mark of any stream, creek, lake, or pond, if applicable as of January 2004 subject to change.
5. The wetland setback for all structures, driveways, and pavements shall be a minimum of zero feet subject to change.
6. Distance from septic or holding tank and seepage field to proposed and existing buildings and lot lines.

7. The location of any wetlands or the 100 year occurrence interval floodplain limits, if applicable.
8. Location of well and distance to all structures.
9. Height of structure from grade to peak of roof.
10. Amount and location of fill indicated by inches or feet over the area to be filled.
11. The site plan must be drawn with a recognized architect or engineering scale and include a north arrow.
12. Use of each structure.

NOTE: STREET RIGHT-OF-WAY IS PROPERTY BOUNDARY LINE.

III. MISCELLANEOUS INFORMATION

- A. Side view section shall show size of lumber to be used on center spacing of walls and ceiling members, type of insulation, etc. (Attached is a sample side view).
- B. All bottom sill plates in contact with cement shall be pressure treated.
- C. All additions and alterations to existing homes shall comply with the provision of the State of Wisconsin Department of Industry, Labor, and Human Relations Construction Codes.
- D. All additions and alterations to existing homes shall comply with the State and Village Codes and Ordinances.