

July 2011

**Town of West Point
Columbia County, Wisconsin**

APPLICATIONS GUIDE

for

Building Permits

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INTRODUCTION

Purpose

This document has been written to explain application procedures for building permits in the Town of West Point.

Permits Covered

This guide covers applications for Town Building Permits.

Before Applying

Before applying for a permit you are advised to become familiar with the following items available from the Town Clerk: (608-592-7059)

1. Town Land Use Plan
2. Columbia County Zoning Ordinance
3. Wisconsin Uniform Dwelling Code
4. Town Ordinance to Control Private Access to Town Roads
5. Town Erosion Control and Stormwater Runoff Ordinance
6. Town Ordinance to control Private Driveways Within the Town
7. Town Land Division and Subdivision Ordinance

BUILDING PERMITS

Who Needs Them

No person shall build, excavate for, erect or construct any building or structure, nor enlarge, remodel, move, convert, or demolish any building or structure, or cause the same to occur, without obtaining a Wisconsin Uniform Building Permit as provided for herein. A permit shall not be required for residing, reroofing, maintenance or for minor repairs not exceeding \$1,000.00, provided such repairs do not affect the structural integrity or strength of the building, involve plumbing or electrical work, and do not change the size, occupancy, fire protection, ventilation, exits or lights of the building or structure.

To Apply Follow the Procedure Outlined Below

A. New House

1. Obtain a Driveway/Access Permit *

<u>Location</u>	<u>Contact</u>	<u>Phone Number</u>
(a) Town Road	Building Inspector (MEI)	643-5329
(b) County Road	Columbia County Hwy Dept	429-2136
(c) State Highway	WISDOT Dist. # 1 (Permits)	242-8055

* Driveway permits require an on site meeting. Call the Town Building Inspector to schedule a meeting and determine other requirements. Please have preferred driveway location staked prior to meeting.

2. Obtain a Sanitary Permit

<u>Jurisdiction</u>	<u>Contact</u>	<u>Phone Number</u>
Columbia County	(Kenneth Thiele)	742-2191

3. Obtain a County Land Use/Zoning Permit **

<u>Jurisdiction</u>	<u>Contact</u>	<u>Phone Number</u>
Columbia County	Columbia Co Plan/Zoning	742-9660

** County will require that house corners be staked and that a plot plan be submitted showing precise lot line and shoreline setbacks. The Town Driveway permit must also be issued prior to applying for a County Land Use permit.

4. Obtain a Building Permit

(a) Obtain building permit packet from:

Municipal Engineering & Inspection Services (MEI)
520 Water St., Sauk City, WI 53583
Phone 698-643-5329
Fax 866-721-5416
Email meiinc1@frontier.com
Website www.meiinc.us

(b) Fill out all forms in packet and submit to MEI along with the following:

- (1) 2 Sets of complete construction drawings (to scale) including floor plans, foundation plan, building section, door sizes, window clear opening and glass sizes, beam sizes, joist and rafter sizes.
- (2) Erosion Control Plan
- (3) Stormwater Management Plan showing how runoff from finished yard, roof and driveway will be directed to existing waterways without erosion or other damage to surrounding properties.
- (4) Copy of approved County Land Use Permit

(c) Building Permit will be issued or denied based on review of the information requested above. Permit applications will not be reviewed until all requested documentation is received.

5. Pay Permit fee made payable to the Town of West Point

Fees for one and two family dwellings (including finished and unfinished spaces, garage, basements, decks, and porches)

\$.30 per square foot

Minimum charge:

\$ 750.00

\$50.00 for ERN (Emergency Response Number)

Additions and/or alterations \$40.00 (processing) + \$65.00/inspection

6. Early Start

If you wish to construct footings and foundation walls before the plans have been approved, you may obtain an early start permit for an additional fee of \$25. Erosion Control plan and Final Grading and Storm Water Management Plan must be submitted with a foundation plan. You will be responsible for any errors or omissions. **NO EXCAVATION IS TO OCCUR WITHOUT A PERMIT!!!!**

7. Inspections

All required building inspections must be performed by the Town of West Point Building Inspector. Inspections must be requested at least 2 business days prior to covering up the work. Final Inspection is to be done prior to occupancy. The cost of reinspection will be billed to the permittee.

8. THIS IS FOR REFERENCE ONLY. OWNERS & BUILDERS SHOULD BECOME FAMILIAR WITH APPLICABLE TOWN & COUNTY ORDINANCES AND UDC REQUIREMENTS.

B. Remodeling, additions, ancillary structures such as garages, sheds, pools and decks:

1. Check with Columbia County Planning and Zoning regarding the need for a sanitary permit.
2. Driveway/Access permit will not be required unless proposing a new driveway/access or modifications to existing.
3. County land use permit generally required for any addition and for any accessory building greater than 100 square feet. Check with Columbia County Planning & Zoning.
4. Obtain application form from Town Clerk or Building Inspector. See Building Inspector for submittal requirements and fee schedule.

6/16/06

To: Home Owners and Contractors

Re: MEI Building Inspection Billing Policy

Municipal Engineering and Inspection Services Inc provides contract building inspection services to various towns and municipalities. Typically fees for these services are provided through the initial permit fee. However, for some construction projects, the number of inspections may exceed the amount covered by the permit fee. In this case, MEI is authorized to collect additional fees from the homeowner or general contractor to cover the additional costs.

Initial permit fees cover all necessary inspection categories and additional inspections as needed to reinspect and approve deficiencies. Inspections over and above what is necessary to achieve compliance will be billed at a rate of \$65 per inspection.

Reasons why a project may result in an excessive number of inspections vary. Some of the more common ones are:

- Failure to know and apply the Building Code. Although we at MEI are willing to provide advice regarding code aspects, it is not our responsibility to educate those who do not know the building code. This is most often a problem where homeowners take it upon themselves to assume contractor responsibilities.
- Poor coordination between homeowners, general contractors and sub contractors. This most often results in an inspection being called in either too early or too late.
- Failure to maintain erosion control facilities. Erosion control enforcement is part of the building code. In good weather it is easy to let silt fence maintenance slide. Wet weather then results in additional inspections to enforce compliance.
- Extremely large dwellings or complex projects which may require multiple inspections for the same category of inspection.

If it is necessary to charge for additional inspections, MEI will bill the General Contractor or the homeowner, if he or she is acting as the contractor for the project. It will be their responsibility to pay the additional cost and collect from those responsible. Until any additional fees are paid, no final inspection will be done. Thank you for your cooperation.

Bob Dries
MEI

APPLICATIONS GUIDE FOR DRIVEWAY PERMITS

Town of West Point

Who Needs Them

All construction or modification of private driveways, field roads and/or accesses from a Town Road to a private driveway or field road in the Town of West Point requires approval by the Town Board or its designee if that construction or modification changes the existing topography of the land. The Town's policies on the construction or modification of private driveways or field roads can be found in the Town's Land Use Plan, the Town's Town Road Private Access Ordinance and the Ordinance to Control Private Driveways Within the Town. (Available from the Town Clerk.)

For access from a County or State road contact the Columbia County Highway Department or Wisconsin DOT respectively. A Town driveway permit will be required even if access is from a County or State road.

Before Applying

Before applying for a Driveway Construction Permit or an Access Permit, you may wish to appear informally before the Town of West Point's Planning Committee to explain your intent and be advised as to problems or concerns that will need to be addressed before you submit your request. Please note that this informal appearance is for informational purposes only and is not an official request to the Town and that the Town will not act without an application being filed and the proper fee paid.

To Apply

Submit a Driveway/Access Construction Permit Application and its appropriate fee to the Town of West Point Clerk. (Application packages are available from the Town Clerk or the Town Building Inspector.) With the application, you should include the following exhibits:

- a. *Plat map*
- b. *Aerial photo/site analysis*
- c. *Soil/slope analysis*
- d. *Driveway construction plan*
- e. *Erosion Control Plan*

See the Glossary for an explanation of these exhibits.

After Applying

Upon the receipt and review of the Driveway/Access Construction Permit Application with exhibits and the application fee, the Town Board or its designee will schedule a site viewing. It is necessary that you or your agent attend the site viewing. Failure to do so could result in a recommendation for denial of your application if questions arise that cannot be answered. It is also possible that it might take more than one site viewing to resolve all of the concerns.

The Town Board or its designee will consider the application for Driveway/Access Construction only if a recommendation to approve, conditionally approve, or deny has been made by the Town Engineer. After consideration, the Board or its designee will approve, conditionally approve, or deny your request. If approved, the Board or its designee will issue you a Driveway/Access Construction Permit.

Other Requirements

A driveway inspection by the Town Board or its designee is required after the construction is completed to assure that this construction meets Town driveway specifications. When the construction is completed, notify the Town Engineer who will make arrangements for this inspection.

Appeals

The applicant may appeal the decision of the Town Board or its designee.

Fees

The applicant will be responsible for all expenses incurred by the Town in reviewing the application and inspecting the construction of an access and/or driveway. The following fees must be submitted with each application:

- | | |
|--------------------|-------|
| 1. Access Permit | \$100 |
| 2. Driveway Permit | \$150 |
| 3. Access/Driveway | \$200 |

The applicant will be invoiced by the Town for any and all expenses incurred by the Town in excess of the initial fee.

GLOSSARY

Aerial photo/site analysis. This is an 8¹/₂- by 11-inch copy taken from an aerial photograph of the section in the Town of West Point in which the property lies. If the property lies in 2 sections, you will need 2 aerial photos. On the photo(s), you should outline in black the boundary of the entire property. Outline in red the boundaries of any proposed land divisions or any parcel proposed for a zoning change. Then use colored highlighters to color in some of the natural features to help make them more visible. These features include agricultural land, woodlands, permanent streams and wetlands, and intermittent streams. Consider any land that is presently tilled or has been tilled (for example, land that is in Crop Reduction Program) as agricultural land. (The aerial photo is available from the Columbia County Land Information office at 608-742-9616. **Note:** The name this office uses for the aerial photos is section maps.)

County Road Access permit. This permit is required for all accesses to a County Road. (These permits are issued by the Columbia County Highway Department in Wycena, Wisconsin, 608-429-2156.)

Driveway construction plan. This is an 8¹/₄- by 11-inch drawing of the proposed driveway showing the length, width, radius of all bends, and relationship to property lines, buildings, and existing roads. Also shown will be the location and size of all culverts, any areas that will require fill, and any areas that will require cuts. **Note:** You may wish to make your initial drawing larger, then just make a reduced copy for attachment to your Driveway Construction Permit Application.

Driveway inspection report. This is a report filled out after completion of driveway construction. It certifies that the construction has been performed in accordance with the driveway construction plan and the erosion control plan submitted by the applicant and that it complies with specifications in the Town of West Point's Land Use Plan and Driveway Ordinance.

Plat map. This is a copy of the Town of West Point page from the county plat book on which you should outline the entire property. (This is available from the Clerk.)

Site plan. This is an 8¹/₂- by 11-inch close-up drawing or survey map drawn to scale showing the locations of all existing and proposed man-made features of the property. These include any dwellings, driveway, wells, and sewage system. In addition, the distances of any proposed dwelling unit and sewage system to the boundaries of the entire property and any parcel to be rezoned should be noted. See Sample Exhibits as well as the separate page which has a blank legend you can cut out and use on your site plan. **Note:** You may wish to make your initial drawing larger, and then make a reduced copy for attachment to your application.

Soil/slope analysis. This is a map identifying the types of soils and slopes on the property, generally available from Columbia County Land Conservation (608-742-9671). It will show the soils on which no disturbance is allowed and the soils on which non-farm residential development should be avoided. On this map, outline in black the boundaries of your entire property. In addition, mark in red the boundaries of any proposed land divisions, any parcel proposed for a zoning change, any proposed dwelling site, or any proposed driveway. Color any soils on which development should be avoided in orange.