

Village of Palmyra

PROCEDURES FOR OBTAINING A BUILDING PERMIT

A. State Coded Adopted

In addition to the Zoning and Development Code and other local ordinances, the Village of Palmyra has adopted and enforces the following State of Wisconsin Codes:

- Uniform Dwelling Code
- Commercial Building Code
- Plumbing Code
- Electrical Code

B. Requirement for Building Permits

Unless specifically exempted, no building or structure, including fences, may be built, enlarged, altered, repaired or moved unless a permit is first obtained by the owner, or by an authorized agent of the owner, from the Village of Palmyra

C. Exceptions from Permit Requirement

The following non-structural repairs and alterations are exempt from Building Permits:

- Re-roofing- Residential
- Window replacement
- Re-siding
- Porch repair
- Sidewalks and on-grade patios
- Stairway repair
- (decks are not exempt)

Also exempt from a building permit are above-ground swimming pools, play structures, and storage sheds less than 100 sq. feet in area provided they comply with zoning setbacks.

D. Building Inspector

The Village of Palmyra provides building permit issuance and inspection serviced through a contract with Wisconsin Inspection Agency, LLC., of Oconomowoc, WI.. A State certified Building Inspector is available by calling 262-490-0277. Please call at least one day before the inspection is needed.

E. Permit Application

Before starting any work requiring a Building Permit, an application form available at Village Hall must be filled out completely and accurately and submitted to the Building Inspector.

For new buildings, additions, interior and exterior alterations, construction drawings are required. For other work not exceeding \$1,000 in cost and where the type of work is sufficiently described in the application, the Building Inspector may waive the requirement for plans and specifications.

A site plan is required for new buildings, additions, fences, easements, and other work where setbacks and other Zoning Code requirements must be observed. The site plan should be drawn to scale and should show the location of existing and proposed structures, lot lines, distances from structures to lot lines, distances between structures, and other information as may be required. If the Building Inspector is unable to determine from the site plan that the Zoning code will not be violated, he may require that a survey of the property, with accurate dimensions, be submitted by the applicant

F. Permit Issuance

I. Failure to obtain a Permit

If work is started on a construction or remodeling project for which a Building Permit is required but has not been obtained, the owner and/or contractor is in violation of Palmyra Village Code and may be issued a citation to appear in Municipal Court and possible be fined. At the very least, the owner or contractor must apply for and obtain a Building Permit with the **permit fees doubled.**

J. Appeals

Applicants which are denied a permit by the Building Inspector because of non-compliance with the Zoning Code or in instances where the applicant believes the Building Inspector has made an error in interpretation of the Code, may appeal the matter to the Zoning Board of Appeals for either a variance of zoning regulations or a final determination of the disputed issue. Application for hearing before the Zoning Board of Appeals made through the Village Clerk's office.

Permits which are denied by the Building Inspector because of disapproval by the Plan Commission, and the Village Board, may be appealed in Circuit Court of Jefferson County pursuant to Wisconsin Statutes.

K. Questions??

The above referenced procedures are summarized from the Village of Palmyra Code of Ordinances, the Palmyra Zoning and Development Code, Wisconsin Statutes, and requirements of Wisconsin Inspection Agency, LLC. The full text of the various procedures are available for review at Village Hall, and any questions about building permits, zoning regulations or other related matters can be referred to the Building Inspector, the Village's Zoning Administrator or other staff at Village Hall.