

# City of Fort Atkinson

Building Inspection Department  
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# Permits, Fees and Inspections

**Note:** The City of Fort Atkinson Building Inspection Department has made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond the City's control, the City of Fort Atkinson does not guarantee the accuracy of this document and is not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

## General List of Projects and Permit Requirements

CATEGORY	WORK BEING DONE	PERMIT REQUIRED ?
Structural	Finishing or remodeling inside house	Yes
	Replacement of roof structure	Yes
	Reshingle or leak repair	No
	Replacement of siding	No
	Replacement of windows same size or smaller	No
	Additions	Yes
	New or addition to existing deck	Yes
	Non-structural repair of existing deck	No
	Install new fence or add to existing fence	Yes
	Repair existing fence with same height and materials	No
	Hot tub	Yes
	Any non-portable pool	Yes
	Sheds under 100 square feet and not on concrete slab	No
Sheds over 100 square feet or on concrete slab	Yes	
Electrical	New wiring or replacement of existing wiring	Yes
	New or upgraded service panel	Yes
	Additional switches, outlets, light fixtures	Yes
	Replacement of existing switches, outlets, light fixtures	No
Plumbing	Additional toilets, tubs, faucets, or other fixtures	Yes
	Installation of new water softener/heater in house not previously plumbed for water softener/heater	Yes
	Installation of new water softener in house previously plumbed for water softener or replacement of existing water softener	No
	Repair or replacement of sewer or water laterals	Yes
	Replacement of existing toilets, tubs, faucets, or other fixtures	No
	Replacement of existing or installation of a new furnace	Yes
HVAC	Replacement of existing or installation of new furnace	Yes
	Replacement of existing or installation of new central air conditioner	Yes

health and welfare of the citizens of the City, permits are required before most construction related projects begin. Permits issued through the Building Inspection Department include building, plumbing, mechanical (HVAC), electrical, swimming pools, and a number of other miscellaneous permits. If you are building new or making addition or remodeling changes, repairs, or alterations to any structure such as your office, home, basement, deck, or storage shed, a building permit is required before you begin construction. The purpose of permits is ensure that work is done properly and safely, and meets the standards of the State Building Code and Local Ordinances.

### What if I don't get a permit?

Permits are required by State Statutes and Local ordinances. If you don't get one when you should, the City can fine you for the violation for every day the work is not in compliance. This can be expensive for you. Projects not done according to Code can affect your home's insurability and potential sale. Prospective buyers can check the City's building records.

### Can I do my own work?

Except for plumbing or electrical during initial new construction of a home, and electrical service equipment, if you own the home and live in it as your primary residence, you can do your own work. All the work must be done to Code and while the inspectors can answer Code related questions you may have, they cannot help design the project for you.

### How long does it take to get a permit?

We can issue most permits within two to three working days. Permits for new commercial and residential construction require plan review time. The State of Wisconsin Administrative code allows the City to take 10 working days to review residential building plans, and 15 working days to review commercial building plans.

### How do I get a permit?

**It is the responsibility for the owner or owner's agent to obtain all necessary permits and payment of all fees related to a project (i.e. structural, electric, plumbing and HVAC).**

**When is a permit required?** In order to protect the safety,

Before your permit can be approved, you need to submit the following information:

### **New One and Two Unit Dwelling(s)**

- [Permit Application form](#) completed.
- Two sets of Building plans. (Plans must be to scale and show window and door size, and include a wall section.)
- Detailed site plan showing distances to all lot lines from existing and proposed structures.
- [Energy Worksheet form](#) completed. (Also known as heat loss calculations.)
- [Erosion Control Plan](#) with site plan showing control measures.

### **Additions to One and Two Unit Dwelling(s)**

- [Permit Application form](#) completed.
- Two sets of Building plans. (Plans must be to scale and show window and door size, and include a wall section.)
- Detailed site plan showing distances to all lot lines from existing and proposed structures.
- [Energy Worksheet form](#) completed. (Also known as heat loss calculations.)
- [Erosion Control Plan](#) with site plan showing control measures.

### **Interior Remodeling**

- [Permit Application form](#) completed.
- Two sets of Building plans-before and after. (Plans must be to scale and show window and door sizes.)

### **Garage, Shed, Deck or Similar Construction**

- [Permit Application form](#) completed.
- One set of Building plans.
- Detailed site plan showing distances to all lot lines from existing and proposed structures.

### **Multi-Family Residential (greater than 2 units) And Commercial/Industrial Construction**

#### **New Construction Early Start Permit (FOOTINGS/FOUNDATION ONLY)**

- 1 Set of Footing/Foundation Plans. (The plans shall include Architect/Engineer seal and signature.)
- EVIDENCE THAT ANY AND ALL PRE-CONSTRUCTION CONDITIONS ARE COMPLIED WITH.
- Permission to Start Construction letter from State
- [Permit Application form](#) completed.

#### **New Construction, Additions and Alterations-Building and Trades Permit**

- 2 Sets of Building Plans. (The plans shall include Architect/Engineer seal and signature.)
- 2 Sets each of Sanitary Plumbing Plans, Storm Water Plumbing Plans, HVAC Plans, Building Lighting Plans. (The plans shall include Architect/Engineer seal and signature.)
- 2 Sets of Automatic Sprinkler/Standpipe Plans. (If the building is to have one or both of the above

named systems, two sets of plans shall be submitted and approved before the installation of any pipe begins.)

*Note: The Fire Dept. may request to be on hand for the hydrostatic test and the flushing of the pipe. The Fire Department is required to witness and sign off on the final hydrostatic test, forward flow & backflow preventer tests performed on the sprinkler system. All testing is to be performed by the installing agency.*

- 2 Sets of Fire and Smoke Alarm System Plans. (If the building is to have one or both of the above named systems, two sets of plans shall be submitted and approved before the installation of the system.)

*Note: The Fort Atkinson Fire Department is required to witness and sign off on the final test of the system. All testing is to be performed by the installing agency.*

- EVIDENCE THAT ANY AND ALL PRE-CONSTRUCTION CONDITIONS ARE COMPLIED WITH.
- [Permit Application form](#) completed.

## **Permit Fees**

**All areas\***- Areas included for fee calculation purposes shall include all floor levels, basement, attached garages, decks, porches, and all spaces enclosed and under roof.  
**Total cost\*\*** - includes labor and materials for that particular project.

### **NEW CONSTRUCTION AND ADDITIONS & ALTERATIONS**

#### **Building Fees.**

Minimum permit fee shall be \$25.00  
Fee Determined by Building Type and Size

#### **One & Two Family Dwellings**

New Construction - \$0.15 per Square Foot (finished area and garage)  
Additions and Alterations/Remodels - \$0.15 per Square Foot  
Plan Review - \$75 up to 2000 Square Feet, \$0.15 per Square Foot over 2000 Square Feet  
State One & Two Family Stamp - \$75 (actual Cost)  
Erosion Control - \$50 per project  
Occupancy Permit - \$100 per Unit  
Raze Permit - \$50  
Moving Building - \$75  
Reinspect Fee - \$50

#### **Commercial/Industrial/Multi-Family Residential**

New Construction - \$0.20 per Square Foot  
Additions & Alterations - \$0.20 per Square Foot  
Process Fee/Building Plan Review -  
\$250 When not State Approved  
\$75 When State Approved  
Erosion Control - \$100  
Occupancy Permit - \$150  
Minimum Permit - \$25  
Reinspect Fee - \$50

**Electrical Fees.**

Electrical permit fees shall be the sum of:  
minimum Fee - \$25:  
Fee Determined by the following:  
Houses & Duplexes:  
Up to 1,000 Square Feet - \$70/Unit  
1,001 to 2,000 Square Feet - \$90/Unit  
2,001 to 3,000 Square Feet - \$100/Unit  
3,001 and over - \$110/Unit  
Multi-Family (3 units and above) - \$50/Unit

**Services**

0 to 100 Amperes - \$20  
101 to 200 Amperes - \$25  
201 to 400 Amperes - \$30  
401 to 600 Amperes - \$40  
Over 600 Amperes - \$50  
Feeder or Subfeeder - \$6  
Remodeling and Additions Electrical:  
Outlets & Fixtures, Lighting - \$0.75 per  
Direct Wired Appliances ( dishwasher, disposal, fans, smoke detectors, door openers) - \$5 per  
220V Outlets - \$5 per  
Pole or Area Lighting Signs - \$10 per  
Heating Ventilating and Air Conditioning:  
Electric heating devices - \$5 per  
Oil or Gas heating units - \$10 per  
Exhaust fans - \$5 per  
Air Conditioning - \$10 per  
Motors and Controllers - \$10 per  
Miscellaneous:  
(generators, transformers, reactors, rectifiers, capacitors, heaters, converters, and similar devices) - \$10 per  
(moving picture, x-ray machines, therapeutic equipment, and similar equipment) - \$10 per  
(communications circuits) - \$5 per

**Plumbing Fees.**

Minimum Fee - \$25:  
\$6 per fixture ( catch basin, shower, tub, floor drain, ice machine, irrigation system, backflow preventor, clothes washer, sanitary bubbler, sinks, water softener, urinals, lavatories, water closets, mop sink, hose bibb, bar & soda fountain, disposals, pumps & ejectors, water heater, other) Sewer & water Laterals - \$75 per

**Heating/Ventilating/Air Conditioning Fees.**

New Furnace & Duct Work - \$60  
New Air Conditioning - \$45  
Replacement Furnace - \$35  
Replacement Air Conditioning - \$35  
New & Replacement Air Handling Units - \$60  
New & Replacement Unit Heaters - \$25  
New & Replacement Boilers - \$35  
Exhaust Systems - \$25  
Fireplace - \$35  
Wood Stove - \$35  
Other Misc. - \$25 per

**MISCELLANEOUS PERMIT FEES**

**Above Ground Swimming Pool** - \$35

**Below Ground Swimming Pool** - \$35

**Fence** - \$25

**Misc. Inspections** - \$50

**Moving of Building/Structures** - \$75

**Demolition** - \$50 per building

**Permit to Start Construction** - \$75

**Sign Permit Fee** - \$25 per

**Failure to obtain any required Certificate of Occupancy prior to occupancy** - \$221

**Delinquent Permit Penalty** - A penalty equal to the amount of the permit fee at the time of application shall be assessed whenever the required permit is not obtained prior to commencing work

**What about inspections?** Local Ordinances, State Statutes and State Administrative Code require that the project be inspected at different times throughout the construction process. The permit holder is responsible for contacting our office to schedule these inspections. While they vary by project, the following is a list of typical inspections:

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- |   |  |
|---|--|
| <input type="checkbox"/> Building Footings          | <input type="checkbox"/> Insulation        |
| <input type="checkbox"/> Building Foundation        | <input type="checkbox"/> Final Inspections |
| <input type="checkbox"/> Building Drain Tile        | <input type="checkbox"/> For Occupancy     |
| <input type="checkbox"/> Under Floor Plumbing       | -Building                                  |
| <input type="checkbox"/> Building Electric Service  | -Electrical                                |
| <input type="checkbox"/> (temporary & permanent)    | -Insulation                                |
| <input type="checkbox"/> Building Rough Inspections | -Energy                                    |
| <input type="checkbox"/> -Framing                   | -Plumbing                                  |
| <input type="checkbox"/> -Electrical                | -HVAC                                      |
| <input type="checkbox"/> -Plumbing                  | <input type="checkbox"/> Erosion Control   |
| <input type="checkbox"/> -HVAC                      |  |

## Other Information

### General Information for Commercial Projects

**Key boxes:** Key boxes are required to be installed in a location approved by a City of Fort Atkinson Fire Department Inspector. Order forms can be obtained from the City of Fort Atkinson Fire Department.

#### **Occupancy:**

No building or portion thereof shall be occupied before an inspector from the City of Fort Atkinson Building Inspector's office and the City of Fort Atkinson Fire Department have conducted a final Occupancy Inspection, and any violations found are corrected.

At the time Occupancy is granted, all necessary keys will be locked in the key box.

## Codes

- All construction and energy related methods must comply with the current Chapter COMM 21 and 22 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing methods must comply with the current Chapters COMM 81-84 of the Wisconsin Administrative Codes and must be installed by a Wisconsin licensed plumber.
- All heating, ventilation, and air conditioning methods must comply with the current Chapter COMM 23 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>



<http://www.diggershotline.com/>

Plan ahead! Give Diggers Hotline a call at least three working days prior to the start date of your excavation. The call center is open 24 hours a day and 365 days a year, but the busiest times are Monday and Tuesday mornings.