

**VILLAGE OF ELM GROVE
BUILDING BOARD
SUBMITTAL CHECKLIST**

BUILDING ADDITION



*Required for all permits where an existing building is extended beyond its current footprint
(INCLUDES DECKS)*

The following items must be received at Village Hall by 4:30 PM, at least ten (10) business days prior to the desired Building Board meeting. The Village will not schedule an item for Building Board unless all items are received by this deadline. Please see the *Building Board General Information Handout* for a list of meeting dates and Village contacts. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. Please see Elm Grove Code of Ordinances §335-88, §220, and §335, Article III, Zoning Districts for a complete listing of requirements.

1. Building Plan (Required for all additions)

- Scaled elevations from all impacted sides, noting all exterior materials and colors.
- Interior floor plans for impacted area(s)- *See Plan Review Information/UDC Wall Bracing Provisions*
- **Submit three (3) sets of plans** with scale no smaller than 1/8" = 1'.
- **Submit fourteen (14) sets of plans** reduced to standard, legal, or ledger paper.

2. Parcel Survey (current parcel survey required for all additions; all information listed below to be shown)

- Location and dimensions of structure, highlighting the addition.
- Distance to **all** lot lines.
- Grade of existing home and proposed addition (only if addition grade differs significantly).
- Location of neighboring structures.
- Location and distance of current and/or proposed well(s) to adjacent structures and lot lines.
- Location of construction erosion control (silt fencing).
- Parcel area.
- Total building footprint area after addition is complete (generally, 20% maximum allowed).
- Total impervious surface area after addition is complete (generally, 30% maximum allowed).
- **Submit fourteen (14) copies** of this survey on standard, legal, or ledger paper.

3. Surface Water Drainage Plan (Required only if requested by Village Staff or the Building Board)

- Surface water drainage plan illustrating how additional runoff caused by the addition will be accommodated so as to not adversely impact neighboring properties. This plan will be reviewed, and must be approved by the Village Engineer.
- Location of sump pump **and** new downspout discharge points must be indicated on the plan.
- **Submit two (2) copies** of this plan with scale no smaller than 1/8" = 1'.
- **Submit fourteen (14) copies** of this plan reduced to standard, legal, or ledger paper.

4. Landscaping Plan (Required only if requested by Village Staff or the Building Board)

- Existing and proposed landscaping with species name, number, and size.
- **Submit two (2) copies** with scale no smaller than 1/8" = 1'.
- **Submit fourteen (14) copies** reduced to standard, legal, or ledger paper.

5. Building Permit Fee Worksheet - Submit 1 Copy

6. Signed Building Permit Application - Submit 1 Copy

7. Signed Building Permit Addendum - Submit 1 Copy

Revised April 2022

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8. **Driveway Permit Application (required only if location of driveway changes) - Submit 1 Copy**
9. **Sewer Lateral Disturbance & Abandonment Requirements form (required only if altered) - Submit 1 Copy**
10. **Right of Way Disturbance Application (required only if right of way is being disturbed) - Submit 1 Copy**
11. **Pictures of Village right-of-way adjacent to property – Submit 1 Set of Pictures**
12. **Thermal Performance Sheets (heat loss calculations) – Submit 1 Copy**
13. **Digital copies of structure plans, survey & landscaping plan via email, USB flash drive, or disk (optional)**
14. **Sample of materials and colors (to be brought to Building Board meeting)**

**VILLAGE OF ELM GROVE
BUILDING PERMIT FEE WORKSHEET
BUILDING ADDITION**

Property Address: _____

Property Owner: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email: _____

The following is due to upon submission of materials. Please make checks payable to Village of Elm Grove

Building Board Submission Fee

\$50.00*

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***Additional Permit Fees will be due for the issuance of a permit by the Building Inspector.** These fees may include, but are not limited to:

<u>Fee Type</u>	<u>Fee Amount</u>
• Addition Plan Review	\$100.00
• New Structure/Addition Square Footage	\$.41 per sq. ft. being added, \$110.00 minimum
• Erosion Control	Over 300 sq.ft. = \$220 Under 300 sq.ft. = \$130.00
• Remodeling Inspection Fee	\$14.00 per \$1000 of added valuation
• Code of Conduct Sign	\$40.00
• Plumbing & HVAC Permit	\$40.00 + \$0.07/sq.ft.
• Electrical	\$70.00 minimum permit
• Penalty for Starting Work Without Permit	Double permit fee
• Failure to Call for Inspection	\$55.00
• Permit Renewal	50% of the permit fee

Notice: Permit fees doubled for work started without a permit.