

**VILLAGE OF ELM GROVE
BUILDING BOARD
SUBMITTAL CHECKLIST

BUILDING ALTERATION**



Required for all permits where a minor exterior change DOES NOT extend an existing building beyond its current footprint

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 no longer 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. Please see Elm Grove Code of Ordinances §335-88 for a complete listing of requirements.

1. Building Plan and/or Photograph

- Scaled elevations, no smaller than 1/8" = 1', of all impacted areas.
 - Scaled elevations should clearly illustrate the dimensions, location and nature of proposed alteration.
 - Specification sheets, brochures, photos and other materials may be submitted to supplement the depiction of the alteration.
- **Submit fourteen (14) sets** of these materials on standard, legal, or ledger paper.

2. Building Permit Fee Worksheet – Submit 1 Copy

3. Signed Building Permit Application - Submit 1 Copy

4. Signed Building Permit Addendum - Submit 1 Copy

5. Digital copy of plans via email, USB flash drive or disk (optional)

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

Property Address: _____

Property Owner: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email: _____

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

Building Board Submission Fee \$50.00*

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

<u>Fee Type</u>	<u>Fee Amount</u>
• Alteration/Repair Plan Review <i>(Plan reviewer may waive fees for alterations deemed minor in scope)</i>	\$70.00
• Remodeling inspection fee	\$14.00/\$1000 of added value
• Erosion control	Over 300 sq.ft. = \$220 Under 300 sq.ft. = \$130.00
• Plumbing & HVAC Permit	\$40.00 + \$0.07/sq.ft.
• Electrical	\$70.00 minimum permit
• Code of Conduct sign	\$40
• Penalty for starting work without permit	Double permit fee
• Failure to Call for Inspection	\$55.00
• Permit Renewal	50% of the permit fee

The permit fee for some alterations will be higher. Applicants will be notified of any balance due. All balances require payment at the time the building permit is issued.

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