

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

**RESIDENTIAL
NEW CONSTRUCTION**



Required for all new principal residential structures

The following items must be received at Village Hall by 4:30 PM, at least fifteen (15) 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 in order to review the requirements. In addition, applicants can participate in an optional and non-binding preliminary design review of the building plans with two to three members of the Building Board prior to formal Building Board review. If interested in this option, please contact Village Zoning and Planning staff. Please see Elm Grove Code of Ordinances §335-88, §220, and §335, Article III, Zoning Districts for a complete listing of requirements.

ACT 211 - Act 211 requires that new home construction be completed by verified contractors in the State of Wisconsin and reported to the Department of Safety and Professional Services (DSPS) accordingly. DSPS has created an online Building Permit System for submitting new home construction permits directly to the State. Additionally, Act 211 requires all new home construction applications use the Wisconsin Uniform Building Permit. The DSPS Reporting Guide is included with this checklist as a reference for navigating the online Building Permit System. The DSPS online Building Permit System can be accessed at <https://verification.dsp.wi.gov/buildingpermit/application/Directions.aspx>

1. Building Plan

- Scaled elevations from all sides, noting all exterior materials and colors.
- Interior floor plans. See *Plan Review Information/UDC Wall Bracing Provisions*
- **Submit four (4) sets** of plans no smaller than 1/8" = 1'.
- **Submit fourteen (14) sets** of plans reduced to standard, legal, or ledger paper.

2. Parcel Survey (all information listed below to be shown on the survey)

- Location and dimensions of proposed structure.
- Distance to **all** lot lines.
- First floor elevation at front door and garage slab.
- Yard grade at outside corners of structure.
- Location and yard grade (measured at nearest building corners) of neighboring structures.
- Location and distance of proposed well to adjacent structures and lot lines.
- Location of construction erosion control (silt fencing).
- Parcel area.
- Building footprint area (generally, 20% maximum allowed).
- Impervious surface area itemized by building, driveway, walkways, etc. (generally, 30% maximum allowed).
- **Submit fourteen (14) copies** of this survey on standard, legal, or ledger paper.

3. Surface Water Drainage Plan

- Surface water drainage plan illustrating how additional runoff caused by the new structure will be accommodated so as to not adversely impact neighboring properties. Identify existing drainage conditions in gray-scale and proposed drainage conditions in black ink. This plan will be reviewed, and must be approved by the Village Engineer **prior to Building Board review of the new home application. Village Engineer fees will be charged to the applicant.**
- Location of sump pump and downspout discharge points must be indicated on the plan.
- **Submit four (4) copies** of this plan no smaller than 1/8" = 1'.
- **Submit fourteen (14) copies** of this plan reduced to standard, legal, or ledger paper.

4. **Landscaping Plan (landscaping must be completed within six months after occupancy)**
 - o Proposed landscaping with species list, number, and size.
 - o **Submit four (4) copies** with scale no smaller than 1/8" = 1'.
 - o **Submit fourteen (14) copies** reduced to standard, legal, or ledger paper.
5. **Building Permit Fee Worksheet-** Submit 1 Copy
6. **Signed Wisconsin Uniform Building Permit Application-** Submit 1 Copy
7. **Signed Building Permit Addendum-** Submit 1 Copy
8. **Driveway Permit Application (must be completed within six months after occupancy) -** Submit 1 Copy
9. **Sewer Lateral Disturbance & Abandonment Requirements form –** Submit 1 Copy
10. **Public Way Disturbance Permit-** 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 copy of Plans, Survey, Grading Plan & Landscaping via email, USB flash drive or disk (optional)**
14. **Sample of materials and colors (to be brought to Building Board meeting)**

Demolition Permit: A demolition permit will be required if an existing structure is demolished. An application for a demolition permit is required to be reviewed by the Plan Commission.

Pools, Fences and Shed: If an additional item such as a yard maintenance shed, pool, or fence is proposed to be built in conjunction to the new home, each proposed structure will need to be submitted with separate plans and applicable fees for those projects paid.

Please contact the Zoning and Planning Administrator for more information.

**VILLAGE OF ELM GROVE
BUILDING PERMIT FEE WORKSHEET
NEW RESIDENTIAL CONSTRUCTION**

Property Address: _____

Property Owner: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email: _____

The following is due upon submission of materials. Please make check(s) 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>
• Erosion Control	\$220.00
• Inspection fee (per square foot all floor area)	\$0.41/sq.ft.
• Code of Conduct sign	\$40.00
• State seal	\$40.00
• Occupancy Permit	\$110.00
• Electrical Permit	\$70.00 minimum (see fee schedule)
• Plumbing Permit	\$40 + \$0.07/sq.ft. (\$70.00 minimum)
• HVAC Permit	\$40 + \$0.07/sq.ft (\$70.00 minimum)
• Sewer Lateral	\$70.00 dwelling to right of way
• Public Right of Way Disturbance	See Disturbance Permit Application
• 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 any work started without a permit.