

VILLAGE OF ELM GROVE

BUILDING PERMIT ADDENDUM

The following forms must be submitted with a Building Permit for all proposals that require Building Board approval.

The **property owner** must complete the forms.

Building Permit Directions

1. Complete the PROJECT LOCATION, PROJECT DESCRIPTION, OWNER'S NAME and ADDRESS, and CONTRACTOR NAME, ADDRESS and LICENSE NUMBER section of the form.
2. If you are building or altering a residential or commercial structure, complete the entire PROJECT INFORMATION section of the form. Please itemize cost for remodeling vs. addition activities.
3. If you are installing a fence, pool, or sign complete the following PROJECT INFORMATION sections:
 - 1a. Project
 - 14. Estimated Cost
4. If you are constructing an accessory structure (shed) complete the following PROJECT INFORMATION sections:
 - 1a. Project
 - 2. Area
 - 14. Estimated Cost
5. Sign and date the Building Permit Application.
6. Sign and date the following forms.

Property Access Statement

I understand that Building Board members and Village employees will enter my property for the purpose of inspecting the proposed project at any time before the scheduled Building Board meeting. I acknowledge that these individuals will not notify me prior to entering my property.

Initial _____

Waiver for Special Contract Fees

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer. I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Print Name/Signature _____

Date _____

Property Address _____

Acknowledgement of Village Code Related to Fire Alarms

I understand that it is my responsibility as a homeowner to ensure that, during the activity identified in my permit, any fire, intrusion or similar alarm is not inadvertently set off. Events that may lead to the triggering of an alarm include but are not limited to: painting, sanding drywall, laying carpet, sawing wood, vacuuming and any other activity that could create smoke, vapors or dust. In the event that a fire, intrusion or similar alarm is set off during the activity identified in my permit, I understand that I may be subject to a fine issued by the Village. I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §91-1, 91-2 and 91-5.

Print Name/Signature _____

Date _____

Demolition/Construction Code of Conduct

The Village of Elm Grove requires all construction personnel to follow all rules and regulations. Violations may result in stop of work, fines of \$100 - \$1,000 a day for each offense, and/or a revoked permit per Chapter I, Article II. All references to the Village code of ordinance can be viewed at www.elmgrovetwi.org.

Construction Hours (§ 208-4):

7:30 a.m. to 8:00 p.m. Monday through Friday

9:00 a.m. to 4:00 p.m. Saturdays

No work on Sundays or Federal Holidays in which the Village Hall is closed.

Delivery of construction materials or services to residentially zoned sites -

7:30 a.m. to 6:00 p.m. Monday through Saturday

Electric Generators (§ 208-4):

Gasoline, natural gas, propane or diesel fueled portable electric generators to power construction, excavation or demolition equipment are prohibited.

Keep Elm Grove Clean:

Keep streets free of mud and debris (§208-3).

Do not litter – use trash receptacles (§208-3).

Maintain erosion control measures in place throughout the construction and demolition (§106-17 D 3).

Follow stormwater management procedures (§325-30).

Control dust with onsite water supply (§106-17 D 5).

Obey Traffic Rules:

Keep streets open for use. (§ 275-4)

Do not disturb culvert grading or neighboring landscaping (§106-17 D 6).

Damages to the road are the responsibility of the property owner (§106-17 D 6).

Name of construction foreperson: _____

Telephone number of construction foreperson: _____

I understand that I may be charged \$40.00 for a Code of Conduct Sign to be displayed on my property during construction. _____ (Initial)

Code of Ordinance Section Related to Special Contract Fees

§ 30-3. Special charge for Village professionals contract fees

- (1) a. Whenever the offices of the Village Attorney, Village Engineer or any other of the Village's contract professional staff are contacted for current services regarding a specific person's property, development or other special matter in the Village of Elm Grove by:
 1. The Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same; or
 2. A property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional's time and services and said service is not a service provided to the Village of Elm Grove as a whole; then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of Section 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.
- b. This ordinance shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.
- (2) The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time not more than thirty (30) days to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.
- (3) The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charges against the property. If a hearing is timely requested in writing within twenty (20) calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this Section 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.
- (4) If any amount remains unpaid after the thirty (30) days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest against the current or next tax roll as a delinquent tax against the property pursuant to Wis. Stats. § 66.0627. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year's tax roll, any such delinquent charge shall be extended to the following year's tax roll.
- (5) Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.
- (6) When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given thirty (30) days to pay from the date of the Village Board Finance and Licensing Committee decision.

The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due.

Code of Ordinance Sections Related to Code of Conduct

§ 106-3 H. Building Permit

Code of conduct signs required. No person shall be issued a building permit for the demolition, construction, and/or modification of the exterior of any structure within the Village unless such person has first purchased a demolition and construction code of conduct sign from the Zoning Administrator as required under the provisions of § 335-42E(3). The fee for code of conduct signs shall be approved by resolution from time to time as established by the Village Board. Failure to obtain and/or display said sign throughout the course of demolition, modification, and/or construction shall constitute a violation of this chapter and, in addition to all other applicable penalties, shall be grounds for the issuance of a stop-work order. [Added 4-22-2003]

§ 335-42. Restrictions, prohibitions and exemptions.

(3) Demolition and construction code of conduct signs required. [Added 4-22-2003EN]

(a) For purposes of this chapter, the term "code of conduct sign" shall mean the sign approved by the Village Board of Trustees and obtained from the Zoning Administrator to notify contractors, subcontractors, and materialmen of applicable provisions of this Code of Ordinances pertaining to operation and maintenance sites involving the demolition, construction, and/or remodeling of the exterior of any structure or building in the Village.

(b) All persons applying for demolition and/or building permits for the demolition, construction, or remodeling of the exterior of any structure or building within the Village shall purchase a code of conduct sign from the Zoning Administrator at the fee established from time to time by the Village Board of Trustees prior to issuance of any building permit.

(c) The code of conduct sign required under this subsection shall be posted in the ground no closer than seven feet to the roadway pavement edge and driveway, and no further than 15 feet from the roadway pavement edge and driveway, in such a manner as to be clearly visible from the driveway and roadway. The code of conduct shall be prominently displayed in this manner throughout the time any demolition and/or building permit is required to be displayed under this Code of Ordinances.

(d) The requirement for purchase and posting of a code of conduct sign may be waived by the Zoning Administrator in writing based on the Zoning Administrator finding that proposed construction or remodeling cannot reasonably be anticipated to cause a disturbance to occupants of neighboring residential property or obstruct, damage, or cause material to be deposited on Village streets.

Code of Ordinance Sections Related to Fire Alarms

§ 91-1. Intent.

The intent of this chapter is to regulate alarm systems as defined in this chapter in the Village of Elm Grove and to prevent carelessness, improper maintenance or any other cause which results in false police and/or fire and/or emergency medical services (EMS) alarms from privately owned, commercially owned, leased or contracted alarm systems. Such false alarms initiate police, EMS and/or fire personnel and apparatus responses which result in unnecessary expenses to the village, increase the risk of damage to property or injury to persons and dilute the level of police and fire protection available to other areas of the village.

§ 91-2. Definitions.

As used in this chapter the following words will have the meanings indicated:

ALARM PERMIT -- A permit which must be applied for by any person having control over any property within the Village of Elm Grove at which there is installed any alarm system. A new permit must be applied for whenever such system is upgraded or modified in any way with respect to its operation.

ALARM SYSTEM -- An intrusion, fire, burglar, robbery or medical emergency alarm system that is designed or utilized to summon a single or combined response by the Elm Grove emergency medical services, Police or Fire Department.

APPLICANT -- Any party having an interest in or property at the premises where an alarm system is installed and who submits the data required by § 91-3 for an alarm permit.

DEPARTMENT -- One or all of the following: Fire or Police Department or emergency medical services of the Village of Elm Grove.

FALSE ALARM -- A signal from an alarm system resulting in a response by one or more of the Elm Grove Police or Fire Department or emergency medical services when an emergency situation does not exist, regardless of the manner in which the village is alerted to respond.

§ 91-5. False alarms; violations and penalties.

A. Fire. Each false alarm that results in the emergency dispatch of any Fire Department personnel shall be subject to a forfeiture of between \$50 and \$1,000 for each violation beginning with the third violation within any twelve-month period.

B. Police. Each false alarm that results in the emergency dispatch of any Elm Grove Police Department personnel to any location shall be subject to a forfeiture of \$50 to \$1,000 beginning with the third violation within any twelve-month period.

C. Emergency medical services. Each false alarm that results in the emergency dispatch of any emergency medical services personnel to the Fire Department shall be subject to a forfeiture between \$50 and \$1,000 beginning with the third violation within any twelve-month period.

D. Violators of this chapter shall be subject to multiple prosecution under Subsections A, B and C in the event of the emergency dispatch of personnel from the applicable departments arising out of the same incident.

E. Installation of an alarm system without obtaining a permit shall be punishable by a fine of not less than \$25 nor more than \$200 for each offense. A separate offense shall be deemed committed each six-month period which elapses without the procurement of a permit.

F. This section shall not be applicable to any publicly owned structure within the village.