

**CHAPTER 4**

**BUILDING AND CONSTRUCTION**

**TABLE OF CONTENTS**

4.001 – TITLE, STATE BUILDING CODE AND BUILDING PERMIT REQUIREMENTS ..... 4-1

4.100 – TOWN OF PITTSFIELD OFFICIAL MAP ..... 4-3

4.101 – INTENT ..... 4-3

4.102 – AUTHORITY ..... 4-3

4.103 – OFFICIAL MAP ..... 4-4

4.104 – CHANGES AND ADDITIONS ..... 4-4

4.105 – BUILDING PERMITS ..... 4-4

4.106 – MUNICIPAL IMPROVEMENTS ..... 4-5

4.107 – APPEALS ..... 4-5

FEE SCHEDULE BY RESOLUTION ..... 4-6

**4.001 - TITLE**

STATE BUILDING CODE AND BUILDING PERMIT REQUIREMENTS

**A. AUTHORITY**

These regulations are adopted under the authority granted by Section 101.65, Wisconsin Statutes.

**B. PURPOSE**

The purpose of this ordinance is to promote general health, safety, and welfare.

**C. SCOPE**

The scope of this ordinance includes the construction and inspection of one and two-family dwellings built since June 1, 1980.

Notwithstanding Section Comm. /ILHR 20.05, the scope also includes the construction and inspection of additions and alterations to one and two-family dwellings built before June 1, 1980.

Notwithstanding Section Comm. /ILHR 20.05, the scope also includes the construction and inspection of detached garages serving one and two family dwellings. The building structure and any heating, electrical or plumbing systems shall comply with the UNIFORM DWELLING CODE.

**D. WISCONSIN UNIFORM DWELLING CODE ADOPTED.**

The Wisconsin Uniform Dwelling Code, Chs. Comm/ILHR20-25 of the Wisconsin Administration Code, and all amendments thereto, is adopted and incorporated by reference and shall apply to all building within the scope of this ordinance.

**E. BUILDING INSPECTOR**

**Rev 08/01**

1. Position Title: Building Inspector/Zoning Administrator
2. Reports To: Town Board
3. Job Purpose: Issues building permits and conducts inspections to assure compliance with State and local building codes. Enforces the Town Zoning Code.

4. Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive, and other duties may be required.
  - a. Reviews building plans for conformance to state and local building codes.
  - b. Inspects new building construction for compliance to zoning requirements and State and local building codes.
  - c. Explains code provisions to contractors, other Town departments and general public.
  - d. Determines land use compliance with zoning code.
  - e. Prepares reports and maintains records.
  - f. Advises and attends Board and committee meetings.
5. Position Qualifications: Two to four years of related experience in building construction. Must obtain State of Wisconsin certification in residential and commercial building inspection in the following categories: **HAVC, construction, electrical, plumbing 1, and commercial electrical.**
6. Desirable Knowledge and Abilities: Thorough knowledge of the principles of building, electrical and plumbing code enforcement. Thorough knowledge of State and Town building codes and Town Zoning Ordinances. Ability to read and interpret plans and specifications. Ability to plan, direct and coordinate the various phases of inspectional services. Ability to establish and maintain harmonious relationships, Town, State and Federal Officials, and the general public, or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.
7. Supervision/Decision Making: Receives administrative direction, sets own standards and works within overall policies, goals and budget limits, with direct accountability for final results.
8. Interaction: Frequent inside and outside contacts other than with co-workers, immediate supervisor and taxpayers. Contacts involve matters where judgement must be exercised to obtain approval where differences of opinion exist.

**F. BUILDING PERMIT REQUIRED**

No person shall alter, in excess of \$5,000.00, and/or 50 square feet or more, value in any twelve month period, build, add onto or alter any building within the scope of this ordinance without first obtaining a building permit for such work from the building inspector. A building permit will not be issued for a habitable structure until evidence is shown that a sanitary permit has been obtained from Brown County. This preceding restriction shall also include planned reconnections to existing sanitary systems. Any structural changes or major changes to mechanical systems that involve extensions shall require permits. Decks and porches shall require a building permit regardless of size or cost. Restoration or repair of an installation to its previous code-compliant condition as determined by the building inspector is exempt from permit requirements. Residing, re-roofing, finishing of interior surfaces, and installation of cabinetry shall be exempted from permit requirements. Rev 11/05

State registered commercial projects shall not be permitted. rev 11/06

**G. BUILDING PERMIT FEE**

The building permit fee shall be determined by resolution. See page 4-6.

**H. PENALTIES**

The enforcement of this section and all other laws and ordinances relating to building shall by means of the withholding of building permits, imposition of forfeitures and injunctive action. Forfeitures shall be not less than \$75.00 nor more than \$1,000.00 for each day of noncompliance. **Rev 0707**

**4.100 – TITLE**

TOWN OF PITTSFIELD OFFICIAL MAP

**4.101 – INTENT**

It is the intent of the Town Board to establish an Official Map for the purpose of serving and promoting the public health, safety, economy, orderliness, and general welfare of the community; to further the orderly layout and use of land; to stabilize the location of real property boundary lines; to insure proper legal descriptions and proper boundary lines; to facilitate adequate provision for transportation, parks, playgrounds, and storm water drainage; and to facilitate the further subdivision of large tracts into smaller parcels of land.

**4.102 – AUTHORITY**

This ordinance is enacted under authority granted by Section (s) 62.23 (6) of Wisconsin Statutes.

#### **4.103 – OFFICIAL MAP**

The Official Map shall show the location and extent of all platted and existing streets, highways, parkways, parks, and playgrounds within the corporate limits of the Town of Pittsfield, as heretofore laid out, adopted and established by law. There is hereby established, as the Official Map of the Town of Pittsfield, the Map bearing the date Oct. 2, 1979. This map is hereby designated as the “Official Map of the Town of Pittsfield”, and all notations, references and other information shown thereon shall be as much a part of this Ordinance as though the matters and information thereon were fully described herein.

#### **4.104 – CHANGES AND ADDITIONS**

The Town Board may change or add to the Official Map so as to establish the exterior lines of; widen, narrow, extend, or close any plotted, existing, proposed or platted streets, highways, parkways, parks, or playgrounds.

The Town Board shall refer any changes or additions to the Official Street Map to the Town Plan Commission for review and report thereon prior to adoption. The Town Plan Commission shall report their recommendations to the Town Board within (30) days.

A Public hearing of parties in interest and citizens, before the Town Board, shall be required before any changes or additions to the Official Map are effective. At least twenty (20) days notice of said hearing shall be required by publication.

Changes and additions made by duly approved subdivision plats shall not require the Public Hearing, if the changes or additions do not affect any land outside the area being platted.

#### **4.105 – BUILDING PERMITS**

For the purpose of preserving the integrity of the Official Map, a building permit shall be required for any structure or part thereof that shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered. No permit shall hereafter be issued for any building in the bed of any existing or proposed street, highway, or parkway shown on the Official Map. No permit for the erection of any building shall be issued unless a street, highway or parkway giving access to such proposed structure has been duly placed on this Map.

The Town Zoning Administrator may require each applicant for a building permit to submit a plan prepared and certified by a registered land surveyor, showing accurately the location of any proposed building with reference to any street, highway, or parkway shown on the Official Map.

#### **4.106 – MUNICIPAL IMPROVEMENTS**

No public sewer or other municipal street utility or improvement shall be constructed in any street, highway, or parkway within the corporate limits of the Town of Pittsfield until such street, highway, or parkway is duly placed on the Official Map.

#### **4.107 – APPEALS**

The Board of Appeals shall have the power to review any administrative decision of the Town Zoning Administrator, to deny a permit for the erection of a structure under this Ordinance, and to grant relief from the requirements of this Ordinance under the provisions of Section 62.23 (6) (9d), (f) and (g) of the Wisconsin Statutes.

**TOWN OF PITTSFIELD BUILDING PERMIT FEES**

**FEE SCHEDULE BY RESOLUTION**

**November 2006**

**A. Commercial Building and Additions**

\$50.00 Fire/Address sign rev 11/05

\$40.00 Administrative Fee plus

0-2500 = \$.06 per square ft

2500-UP= \$100.00 + \$.04 per square ft

The Town of Pittsfield does not allow state registered commercial projects. rev 11/06

**1. Commercial Remodeling and Tenant Alterations**

\$50.00 Administrative Fee plus \$4.00 per \$1,000 of Valuation

**2. Heating**

\$50.00 + \$.02 per square ft rev 11/05

**3. Electrical**

\$50.00 + \$.02 per square ft. rev 11/05

**4. Plumbing**

\$50.00 + \$6.00 per fixture rev 11/05

**5. Fire Protection**

\$50.00 + \$.02 per square foot rev. 6/04

**B. Residential-Additions-and all other structures**

Valuation.....\$1,000-\$5,000

\$100.00

Valuation.....\$5,001-\$40,000

\$100.00 + \$5.00 per \$1,000

Valuation.....\$40,001 & up \$300.00 + \$1.00 per \$1,000

**1. Sheds up to 144 sq. ft.....No Charge**

144 sq. ft. to 240 sq. ft.....\$20.00

241 sq. ft. to 600 sq. ft.....\$30.00

Accessory Buildings over 600 sq. ft.....\$.06 per sq. ft.

**2. Agriculture Buildings.....\$40.00**

**3. Heating.....\$40.00**

**4. Electric.....\$40.00**

**5. Plumbing.....\$40.00**

- C. Erosion Control on Subdivisions.....(min) \$40.00  
 Residence \$20.00 in permit
- D. Permanent Signs  
 Small signs..... \$25.00  
 Large highway signs.....\$0.50 per sq. ft.  
 (Electrical permit needed if electric sign)
- E. Wrecking or Razing, Abandonment.....\$50.00 rev. 06/04
- F. Electric Service Change  
 Residential...(Zoned R1,R1s,R2 and Agriculture) .....\$40.00 rev 11/05  
 Commercial...(All ;other Zoning Districts) .....\$50.00 rev 11/05
- G. Decks and Porches rev 11/05  
 0-150 sq. ft.....\$35.00  
 151-600 sq. ft. ....\$45.00  
 over 600 sq. ft. ....\$0.10 per sq. ft.
- H. Double Fees: Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be doubled the fee charged. On the second offence, total fee shall be tripled; third offenses-fee shall quadruple. Any other occasions may in addition bring about citations.
- I. Other fees;  
 Re-inspection.....\$50.00 rev 12/05  
 Street cleaning.....\$Actual cost  
 Occupancy without permit..... \$100.00/day  
 Special Inspection fee..... \$50.00 per hr rev 11/05  
 (1 hour minimum)

Note 1: A permit shall be in effect for a 24 month period. Work that is not shown on the plans is not included in the permit.

Note 2: An additional fee for plan review may be assessed at the time of application for renewal of permit.

Note 3: Farm buildings are exempt for inspection.

J. Building Permits for 1 & 2 family new homes-effective 8-1-2000 consists of all permits for structure, HVAC, plumbing, electric, erosion control, energy, plan review and all eleven first time inspections for ALL the above. It includes the issuance of a State Building Seal, a house number, and a Fire/Address sign.

1400 sq. ft – 2000 sq. ft.....	\$665	rev 12/05
2001 sq. ft. – 3000 sq. ft.....	\$695	rev 12/05
3001 sq. ft. – 4000 sq. ft.....	\$725	rev 12/05
Over 4000 sq. ft.....	\$780	rev 12/05
Duplex \$300 additional charge		rev 11/05

Land Use Permit

Residential...(Zoned R1, R1S,R2 & Agriculture)	\$ 50.00	rev 11/05
Commercial..(All other zoning Districts)	\$100.00	rev 11/05

Park Fee.....\$0.00 rev 08/06

Swimming Pool Permits

Above Ground.....	\$35.00
In ground.....	\$45.00

Tower Fee.....\$750.00

New Antennas.....\$200.00

\*Plus any other improvements\*

K. Construction deposit

Before a Building Permit is issued a \$1,000 deposit per contractor, or owner will be required. The Construction deposit of \$1,000 is required: a) when the cost of construction is \$5,000 or more and the use of heavy equipment and/or trucks are required; b) when constructing a pond; and/or c) when hauling to or from the work site.

L. Inspection Fee for UDC Inspections..... \$ 40.00

M. Sale of Municipal Code Books..... \$ 35.00

N. Charge for coping materials per sheet.....\$ .25

O. Public Hearings..... \$300.00

P. Pond Permits.....\$225.00

(Includes up to 4 inspections, re-inspections subject to charges noted on sect. I) rev 12/05

Q. Certified Survey Map.....	\$110.00
R. Review plats and multiple CSM's.....	\$250.00
S. Excavation Permit.....	\$225.00
(Annual renewal fee).....	\$150.00
T. Early Permit to Start Construction.....	\$ 50.00
U. Permit to drive on a weight limit posted Town Road	\$10.00
<p>Before a person/company can operate a vehicle in excess of the posted weight limits within the Town of Pittsfield, an application must be made to the Town Chairperson. Each application shall be for a temporary time limit, and will be reviewed on an individual basis. The Chairperson may reject or grant the permit based on condition of roadways and special needs of the applicant. rev 03/05 Added U.</p>	
V. Culvert & Driveway Permit.....	\$50.00 rev 11/05
W. Permit to install a solid-fuel furnace.....	\$75.00 rev 07/06
X. Cost to have a fire/emergency sign installed.....	\$50.00 each rev 07/06
Y. Beer Garden License: Annual....	\$30.00
Single Event License....	\$30.00 rev 08/06
Z. Kennel/Dog Licenses:	<b>Rev 05/07</b>
Kennel License (Up to first 12 dogs).....	\$50.00
Kennel License Charge per dog above 12.....	\$5.00 per dog
Spayed or Neutered Individual Dog License.....	\$5.00
Non-Spayed/neutered Dog License.....	\$10.00
License Late Fee (Due April 1 <sup>st</sup> ) .....	\$10.00
Lost License Duplicate.....	\$10.00
Change of Ownership/License Transfer.....	\$1.00