

APPLYING FOR A NEW 1-OR 2- FAMILY DWELLING PERMIT

1) CULVERT & SURVEY

If the project needs a culvert, contact the Street Department at (920) 720-7110.

The Village requires applicants to have the property involved surveyed by a registered surveyor to ensure correct property lines, setbacks, etc.

2) MATERIALS TO BE SUBMITTED

- ✓ Two sets of to scale floor plans required, must include:
 - Use of each room
 - Location and construction details of the braced wall lines.
- ✓ One 8-1/2 x 11 inch size site plan, must include:
 - Foundation elevation (which must match the master drainage plan), along with:
 - Stamp & signature of registered surveyor or licensed engineer.
 - Note stating “A temporary site benchmark will be placed on site by a certified surveyor or licensed engineer hired by the owner/builder for the purpose of establishing the correct foundation elevation.”
 - **NOTE:** *For dwellings where there is no master drainage plan, floor elevation shall be established one (1) foot above the adjacent road elevation.*
 - **If elevation does not meet master drainage plan, a written explanation of the change in elevation must be provided.**
- Drainage arrows.
- All setbacks from property lines.
- Building dimensions.
- ✓ Standard Erosion Control Plan for 1- & 2-Family Dwelling Construction Sites
 - Including Erosion Control Plan Checklist

(Rev. 1/24)

- ✓ One & Two Family Drainage Stormwater Permit.
- ✓ Heat calculations (signed by designer).
-2009 UDC Version & 2009 IECC Version Req.
- ✓ Village of Fox Crossing Building application.
- ✓ Wisconsin Uniform Building Permit Application.
- ✓ Dwelling Contractor credential.
- ✓ Dwelling Contractor Qualifier credential.
 - **NOTE:** *The homeowner may pull the building permit ONLY, provided that the homeowner shall reside in the new home for not less than 12 months after occupancy has been issued.*

(Plumbers, electricians, and HVAC contractors must take out their own permits.)

3) SEWER PERMIT

Sewer & Water Lateral Inspection Permit (**\$60**) is required to be taken out before the Building Permit can be issued. Sewer permits are taken out by the excavation or plumbing subcontractor.

4) TYPICAL PERMIT FEES

- Village: **\$50** base fee plus **\$0.14 per square foot** of finished, unfinished, and garage
- Public Protection Fee: **\$0.04 per square foot** of finished and garage (*does not include unfinished basement, but does include finished basement*)
- Park Impact Fee: **\$823 per dwelling unit**
- Fire Impact Fee: **\$149 per dwelling unit**
- Erosion Control: **\$100**
- SAC Fee: **\$448 per residential unit**
- State of Wisconsin: **\$90**
- Building Escrow: **\$500**
- 1 & 2 Family Drainage Stormwater Permit Fee: **\$125**
- Decks (where applicable): **\$50 each**
- Village of Fox Crossing Zoning Permit: **\$200.00**

NOTE: *Certain properties may require adjusted or additional Utility District permit fees. Contact the Utility District at (920) 720-7175.*

5) BUILDING PERMIT ISSUED

Building permits are typically issued within 3-10 business days from the date of application. You will be contacted by the Village with the total amount due when the permit is ready to be issued.

6) SHORELAND ZONING

Properties that fall within this category are located within 1000' of a lake and or a 300' of a navigable stream. The setback requirements are slightly different from those properties that are not within this zoning district and are as follows.

-*Principal Building* (House/House with attached garage)

Front setback: 30' from front property line

Side yard setback: 7' and 10' (one side 7' and the other 10')

Rear yard setback: 50' from the OHWM (delineated by staff)

*Attached decks included

Also keep in mind that there may be easements on your property, and no structure may encroach upon an easement.

7) INSPECTIONS REQUIRED

Call (920) 720-7104 between the hours of 8:00am and 4:30pm (Mon-Fri) for the following inspections:

- Footings (*before pouring*)
- Foundation (*before backfill*)
- Electric service
- Underground plumbing
- Rough-in inspections (*one visit for all RI's*)
 - Building
 - Electric
 - HVAC
 - Plumbing
- Insulation inspection (*before sheet rocking*)
- Final inspection

Inspection hours are **10:00am-12:00pm**, and **2:00pm-4:00pm** (Mon-Fri).

Please call at least 24 hours before inspection.

Inspections **MUST BE MADE AND APPROVED before** the items are covered up.

8) OCCUPANCY PERMIT

The occupancy permit is required before the building can be used or occupied. No furniture, boxes, etc. may be stored in the house or garage until after the occupancy permit is issued. The occupancy permit will not be issued until all of the violations have been corrected that were noted on the final inspection form.

******Building escrow will be forfeited if inspections are not called for or if the building is occupied prior to the occupancy permit being issued.***

For more information:

Community Development Department
Building Inspections 920-720-7104
Community Development 920-720-7105
Department Fax 920-720-7116

Website:
<http://www.foxcrossingwi.gov/CDWeb/Building/Bldg.htm>
Email: inspections@foxcrossingwi.gov

Mailing address:

Village of Fox Crossing
Building Inspections
2000 Municipal Dr.
Neenah, WI 54956

Building Inspectors Hours
8:00A.M.-10:00A.M.
1:00P.M.-2:00P.M.
Or by appointment

New Single-Family Homes

Application/Inspection Process

