

APPLYING FOR A NEW COMMERCIAL BUILDING PERMIT

1) SITE PLAN REVIEW

For properties zoned for multi-family, commercial, or industrial uses, Site Plan Review must be completed before applying for the Building Permit. Contact Director of Community Development George Dearborn or Associate Planner Ria Hull at 920-720-7105.

2) CULVERT & SPRINKLERS

If the project needs a culvert, contact the Street Department at 920-720-7110.
If the building requires sprinklers, contact the Fire Department at 920-720-7125.

3) MATERIALS TO BE SUBMITTED FOR BUILDING PERMIT

- ✓ Two sets of plans, one must be State approved.
- ✓ One 11 x 17 inch site plan with dimensioned building footprint & distances from all property lines.
- ✓ One 11 x 17 inch Erosion Control Plan.
- ✓ Copy of the Village's Conditions for Approval.
- ✓ Copy of Drainage Approval from McMahon Associates.
- ✓ Name, address, phone number of owner and builder.
- ✓ Location of the project. Legal address.
- ✓ Planned use of the structure.
- ✓ Estimated cost of the project.

NOTE: *Plumbers, electricians, and heating contractors must take out their own permits.*

4) SEWER PERMIT

A Sewer Permit (**\$60**) is required before the Building Permit can be issued. Sewer permits are taken out by the excavator or plumbing subcontractor.

5) TYPICAL BUILDING PERMIT FEES

- Village: **\$50** base fee plus **\$0.14 per square foot**
- Public Protection Fee:
 - Buildings less than 100% sprinklered: **\$0.04 per square foot**
 - Buildings 100% sprinklered: **\$0.02 per square foot**
- Erosion Control: **\$200**
- Park Impact Fee (Multi-Family Residential):
 - **\$412 per 1 bedroom unit**
 - **\$617 per 2 bedroom unit**
 - **\$823 per 3 or more bedroom unit**
- Fire Impact Fee (Multi-Family Residential): **\$124 per dwelling unit**
- Fire Impact Fee (non-Multi-Family): **\$1.6198 per \$1000 of valuation**
- SAC Fee (Multi-Family Residential): **\$448 per dwelling unit**
- SAC Fee (non-Multi-Family) (base fee): **\$1700 per acre of land.** **NOTE:** Certain types of commercial development have additional SAC charges as detailed below:
 - *Grocery Store, Tavern, Restaurant/Supper Club:* Base fee plus **\$448**
 - *Service Station:* Base fee plus **\$448 per 1000 sq. ft. of service area**
 - *Laundry:* Base fee plus **\$224 per wash machine**
 - *Car Wash:* Base fee plus **\$1344 per wash bay**
 - *Food Service Area associated with a Shopping Area/Grocery Store:* Base fee plus **\$448 per 1000 sq. ft. of food service area**
 - *Funeral Homes:* Base fee plus **\$896**
 - *Printing Companies:* Base fee plus **\$1344**
- Village of Fox Crossing Zoning Permit Fee: **\$200 + .05 per square foot.**

- Building Escrow: **\$1000 for first 10,000 sq. ft., plus \$10 per 1,000 sq. ft. thereafter**

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

6) BUILDING PERMIT ISSUED

Building permits are typically issued within 3 to 5 business days from the date of application. You will be contacted by the Building department with the total amount due when the permit is ready to be issued.

8) INSPECTIONS REQUIRED

BUILDING INSPECTIONS

- Call 920-720-7104 between the hours of 8:00am and 4:30pm for the following inspections:
 - Footings (*before pouring*)
 - Foundation (*before backfill*)
 - Underground plumbing
 - Rough-in inspections
 - Building
 - Heating
 - Plumbing
 - Insulation inspection
- Inspections must be made and approved **before** the items are covered up.

ELECTRICAL & PLUMBING INSPECTIONS

- Call **Dan Coffey (1-920-418-1820)** for Commercial/Industrial electrical and plumbing inspections **ONLY**.

COMMUNITY DEVELOPMENT INSPECTIONS

- Call 920-720-7105 for inspection to determine compliance with all conditions mandated through Site Plan Review
- Call 920-720-7105 to schedule inspection of storm water detention ponds

FIRE DEPARTMENT INSPECTIONS

- Call 920-720-7125 for inspections of Fire Prevention and Protection Systems Acceptance Tests (i.e., sprinklers, fire alarms, extinguishing systems, etc.)

JOINT BUILDING AND FIRE DEPARTMENT INSPECTION

- It is the contractor's responsibility to schedule with the Building Inspector, Dan Coffey, Community Development, and Fire Department for the Final/Occupancy inspection.
- Normal inspection hours are 10:00am-12:00pm, and 2:00pm-4:00pm.
- Please call at least 24 hours before inspection.

9) OCCUPANCY PERMIT

A Building compliance statement and an HVAC compliance statement are required before occupancy will be issued. The occupancy permit is required before the building can be used or occupied. 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/Buiding/Bldg.htm>
Email: inspections@foxcrossingwi.gov

Mailing address:

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

Building Inspector Hours
8:00A.M. to 10:00A.M.
1:00P.M. to 2:00P.M.
Or by appointment

New
Commercial/
Industrial
Buildings
Application/Inspection
Process

