

**VILLAGE OF HEWITT**  
Hewitt, Wisconsin 54441

**BUILDING PERMIT GUIDELINES**  
Revised 9/2001

**1. PERMIT REQUIREMENTS**

- A. No person shall alter, in excess of \$1000 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.
- B. Any structural changes or major changes to mechanical systems that involve extensions shall require permits.
- C. Restoration or repair of an installation to its previous code-compliant condition as determined by the building inspector is included in permit requirements.
- D. Residing, re-roofing, finishing of interior surfaces, and installation of cabinetry shall be included for permit requirements.
- E. Any NEW object or structure with a value in excess of \$1000 dug into the ground or attached to an object or structure shall require a building permit.
- F. Any REPLACEMENT, REPAIR or REMODELING of a structure or object with a value in excess of \$1000 shall require a building permit.

**2. SETBACK(S) FOR BUILDINGS, STATIONARY OBJECTS, DRIVEWAYS & PARKING AREAS**

- A. Lot Line Setbacks for buildings including the overhang, stationary objects, driveways, and parking areas shall be 12 feet from side and back lot lines.
- B. Roadway Setbacks for buildings and stationary objects:
  - 1. Yellowstone Drive - 100 feet from centerline or 70 feet from right of way line, whichever is greater.
  - 2. County Trunk T - 75 feet from centerline or 42 feet from right of way line, whichever is greater.
  - 3. All other streets/roads - 35 feet from lot line.

**3. CULVERTS**

- A. Minimum diameter for driveway culverts will be 15 inches.
- B. Minimum length of culverts for a driveway is 24 feet.
- C. Exact size will be determined by the Building Inspector, who **MUST** be contacted prior to the installation of any culvert.
- D. All culverts shall be galvanized steel.

**4. CLEAN UP COSTS**

- A. Any costs associated with the clean up, and/or disposal of wastes by: the property owner, a contractor or subcontractor, on their property or the property of others, will be assessed to the property owners tax roll.

## 5. VARIANCES

Any variance from the zoning ordinance or Building Permit Guidelines must be approved prior to the issuance of a building permit. One of the following two options may be followed:

- A. A request for a variance may be submitted to the Board of Appeals as the Board of Appeals by State Statute has the authority to grant any and all variances to the Zoning Ordinance. Requests must be submitted in writing to the Village Clerk who will schedule a meeting of the members of the Board of Appeals. The Board of Appeals decision is final. The cost of the Board of Appeals meeting is incurred by the person(s) requesting the variance.
- B. A request for a variance may be submitted to the Village Board. Requests must be submitted in writing to the Village Clerk who will have the request added to the next regularly scheduled Village Board meeting's agenda. The property owner requesting a variance must also provide signed letters from adjoining property owners verifying that they agree to the variance if approved.

## 6. FEES

Permit Fees are:

- \$ 325.00 for single family homes up to 2000 square feet.
- \$ 425.00 for single family homes over 2000 square feet.
- \$ 425.00 for duplexes.
- \$ 100.00 Min. Plus \$10.00 per 100 Square feet for New Business/Church Buildings
- \$ 25.00 for additions up to 200 square feet.
- \$ 20.00 per 100 square feet over 200 square feet.

The above fees include State required seal and a minimum of four inspections and reports.

Other Permit Fees are:

- For Non-UDC permits, the cost is \$25.00 for estimates from \$1000.00 - \$5000.00 and additional \$1.00 for every \$1000.00 estimate increase after \$5000.00.

Other Fees:

- \$1000.00 Occupancy Fee for New Dwellings and Businesses. This is refundable per Uniform Dwelling Code Ordinance 2000.10.
- Sewer Service Connection Charges:

Single Family Residence	\$650.00
Multiple Family Residence	\$850.00
Business – Residence Combination	\$1,025.00
Business	\$850.00
School	\$850.00
Church	\$850.00

ALL the above Permit Fees and Other Fees **MUST** be paid before the Building Inspector issues the Permit to the requester. Make checks payable to the Village of Hewitt.

## 7. PENALTIES

Failure to obtain a building permit, for any type of construction or alterations that require one, will result in a fine of twice the cost of the permit, plus the cost of the permit.

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