

Village of Rosholt  
Construction Permit Ordinance  
04-14-2014

The Village Board of the Village of Rosholt do ordain as follows:

**Section 1: REQUIRED CONSTRUCTION AND ZONING PERMITS**

**A. Residential:**

Before a person builds, installs, remodels, alters or repairs **any of the following**, they must first obtain a construction permit and applicable zoning permit from the Village Board, or any person, authorized by the Board, to issue such permits.

1. New One and Two Family Dwelling:

**They must also obtain** a Uniform Dwelling Code Permit (UDC Permit) issued by the State of Wisconsin who will perform the required building inspections.

2. Additions

3. Accessory Buildings

a) **Exemptions:**

Temporary Structures are exempt from permit requirements, provided the applicant complies to all zoning regulations.

**Defined as:** Any structure that is not fixed to a permanent foundation. Items such as movable sheds, metal or fabric carports, canopies or tents, gazebos, dog kennels and children's play structures.

4. Decks, Lean To and Driveways or Parking areas

5. Fences placed within 3 feet of a lot line

6. Remodeling, Repairs or Alterations:

**Defined as:** Any single or accumulative combination of improvements in excess of \$4,000.00 of value, in a Calendar year.

**B. Commercial:**

Before a person builds, installs, remodels, alters or repairs **any commercial property**, they must first obtain all applicable permits required by the State of Wisconsin.

**They must also obtain** a construction permit and applicable zoning permit from the Village Board, or any person, authorized by the Board, to issue such permits.

## **Section 2: APPLICATION PROCESS:**

Applicants must submit **all** of the following before a construction and zoning permit shall be issued:

1. Construction Permit Application form(provided by the Village)
2. Copy of Certified survey map for the parcel of land to be built upon.  
(**Exemption:** Remodeling, repairs or alterations are exempt from this requirement)
3. Location sketches, drawn to scale (2 copies). Include actual shape and size of lot dimensions and the placement and dimensions of the proposed structure(s). **The area for the proposed structure(s) must also be staked out on the lot to be built upon.**  
(**Exemption:** Remodeling, repairs or alterations are exempt from this requirement)
4. Permit Fees (Determined by the Village Board and listed in their Schedule of fees)

## **Section 3: ISSUANCE OF PERMIT**

1. **Authorization to issue permits:** The Rosholt Village Board or it's authorized commission or personnel, shall issue a construction and/or zoning permit within 15 days after receipt of a complete application packet for such permit. Refusal to issue a permit shall be given in writing with the reasons for such refusal.
  - a) The Village Board or Zoning Plan Commission may take action to issue construction and zoning permits.
  - b) The Village Board authorizes the Clerk-Treasurer to issue construction permits according to Sections 1.A(4 ) **Residential Remodeling, Repairs or Alterations only.**
2. **Permit Validation:** A construction permit shall lapse and become **VOID** if the proposed work has not begun within 90 days of issuance of permit; **or** if the proposed work is not complete within 18 months of permit issuance. **Once a permit becomes VOID, the applicant must apply for a new permit and pay all applicable fees.**
3. **Permit Records:** The Rosholt Village Board shall be required to maintain a file of all construction and zoning permits which shall be available for public inspection. They shall annually notify the Assessor by providing him/her a copy of all construction permits issued.
  - a) Commercial construction permits shall also be forwarded to the local state building inspector who may choose to perform an optional inspection,

## **Section 4: FEES**

1. All fees shall be determined by the Village Board and shall be listed in their schedule of fees.

**Section 5: VIOLATIONS AND PENALTIES:**

1. It shall be the duty of the Rosholt Village Board, with the aid of the Village Attorney, to enforce the provisions of this Ordinance.
2. Any building or structure hereafter erected, moved, or structurally altered in violation of any of the provisions of this Ordinance shall be deemed an unlawful building or structure.

The Village Board shall issue a written violation notice requiring the property owner to apply for the proper permits and pay double the amount of the permit fees within 7 days of receipt of notice.

If the violator still does not comply, The Village Board shall promptly report all such violations to the Village Attorney, who shall bring action to enjoin the erection, moving, or structural alteration of such building or to cause such building structure, or use to be vacated or removed.

3. Any person, firm or corporation who violates, disobeys, neglects, omits, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance may also be required, upon conviction, to forfeit not less than \$10.00 nor more than \$100.00 for each offense, together with the cost of prosecution. Each day that a violation continues to exist shall constitute a separate offense.

**Section 6:** This ordinance shall take effect upon passage and posting as provided by Law.

VILLAGE OF ROSHOLT

APPROVED: \_\_\_\_\_

Larry Kielblock, Village President

ATTEST: \_\_\_\_\_

Theresa K. Hartvig, Village Clerk-Treasurer

Dated: April 14, 2014

Passed: April 14, 2014

Posted: April 16, 2014