

**VILLAGE OF ROCHESTER BUILDING PERMIT CHECK LIST**  
**LEE GREIVELL, BUILDING INSPECTOR**  
**PHONE: 262.424.6957 (EMAIL: LGREIVELL@GMAIL.COM)**  
**OFFICE HOURS: WEDNESDAYS, 10:30 A.M. TO 12:30 P.M.**  
**ROCHESTER VILLAGE HALL, 300 W. SPRING STREET, ROCHESTER, WISCONSIN**

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When necessary, contact Racine County Public Works, to apply for a zoning permit. Office Hours are M-F, 8:00 – noon, 12:30-4:30pm. They can be reached by calling (262) 886.8440 (select option 3 when prompted) **OR** by email at [RCPublicworks@racinecounty.com](mailto:RCPublicworks@racinecounty.com)

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**NEW HOME CHECKLIST:**

- \_\_\_\_\_ 1 COMPLETED VILLAGE OF ROCHESTER ZONING APPLICATION FORM
  - \_\_\_\_\_ 3 SETS OF WORKING PLANS (MUST SHOW ALL SPECIFICATIONS)
  - \_\_\_\_\_ 2 SURVEYS WITH RESIDENCE PLATTED TO SCALE
  - \_\_\_\_\_ 1 SET OF HEAT CALCULATIONS (CAN BE OBTAINED BY HEATING CONTRACTOR)
  - \_\_\_\_\_ 1 BUILDING PERMIT APPLICATION COMPLETED ONLINE AT:  
[https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page)
  - \_\_\_\_\_ BUILDING PERMIT CHECK LIST (THIS FORM)
  - \_\_\_\_\_ **IF THE HOME WILL BE SERVED BY MUNICIPAL SANITARY SEWER**, A RECEIPT OR LETTER FROM THE WESTERN RACINE COUNTY SEWERAGE DISTRICT REGARDING PAYMENT OF THE CONNECTION FEE (CALL WRCSO AT (262) 534 6237 FOR MORE INFORMATION).
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**DECKS, ADDITIONS, POOLS, SHEDS, ACCESSORY BUILDINGS CHECKLIST:**

- \_\_\_\_\_ 1 COMPLETED VILLAGE OF ROCHESTER ZONING APPLICATION FORM
- \_\_\_\_\_ 3 SETS OF WORKING PLANS (MUST SHOW ALL SPECIFICATIONS)\*
- \_\_\_\_\_ 1 COMPLETED BUILDING PERMIT APPLICATION FORM
- \_\_\_\_\_ BUILDING PERMIT CHECK LIST (THIS FORM)

\*Deck Plans must be consistent with the standards outlined in Wisc. Administrative Codes SPS 320 to 325 (see <https://rochesterwi.us/wp-content/uploads/2016/07/20160816-Deck-Construction-Requirements.pdf> )

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**REMODEL CHECKLIST:**

- \_\_\_\_\_ 3 SETS OF PLANS (**PLANS MUST SHOW BEFORE AND AFTER**)
  - \_\_\_\_\_ 1 COMPLETED BUILDING PERMIT APPLICATION FORM
  - \_\_\_\_\_ BUILDING PERMIT CHECK LIST (THIS FORM)
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**Additional Notes:** At his discretion, the Building Inspector may require additional documentation, plans and engineering approvals prior to issuing a permit.

<b>VILLAGE FEES:</b>	\$3,000.00	Sewer Connection Fee (PER RESIDENTIAL UNIT)
(Last Updated 1.1.2018)	\$500.00	Occupancy Bond (FOR NEW CONSTRUCTION ONLY)
	\$550.00	Public Site Fee (FOR ALL NEW RESIDENTIAL HOMES)

Additional building permit fees will be calculated according to the most recent Wisconsin Uniform Building Code Appendix, Table-1 "Schedule of Permit Fees" once all required items are turned into the Building Inspector and he has had time to review the plans. When necessary, applicable fees for Private Well Permits, Sanitary System Permits, Zoning Permits, Driveway Permits, and Driveway Bond Fees will also be collected by the appropriate issuing authority according to their own published fee schedules.