



Village of Sturtevant Building Permit Application Process / Procedures

Building permits are required for the following:

- All new residential dwellings*
- All new commercial buildings*
- All additions* and alterations* – i.e. rec. rooms, basements, ETC.
- Moving of buildings*
- Swimming pools*
- Hot tubs/spas
- Sheds*
- Decks*
- Garages*** /pole barns*/accessory buildings*
- Razing
- Heating, air conditioning and fireplaces
- Plumbing
- Electrical
- Other permits as required by governing municipalities

***May Require Planning Commission Application/Approval**

To obtain Planning Commission approval, additional forms may be required and/or requirements as outlined by the Planning Commission application and appearance process.



Residential Plan Submittal Requirements

If building a new home, you must submit the following information:

1. **Two (2)** sets of house plans. Plans shall be drawn to scale. All plans prepared by professional shall bear the seal and signature of same in original ink.
2. Completed Wisconsin Uniform Building Permit Application
3. Signed forms agreeing to terms and conditions outlined in building permit packet
4. Completed Wisconsin Uniform Building Permit Application. Needs to be completed in its entirety. Include all contractor information.
5. Complete Cautionary Statement to Homeowners (if applicable)
6. Two copies of HVAC energy worksheets
7. WI Engineer stamped roof and floor truss plans and the layout (prior to rough inspection)
8. **Three (3)** stakeout surveys of the house by a Wisconsin Registered Land Surveyor
9. An approved and recorded certified survey map (if applicable)
10. Specs for manufactured fireplace (if applicable)



GENERAL INFORMATION

- Building permit fees may vary. Building permit fees are determined by Village administration.

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The Village of Sturtevant currently contracts with SAFEbuilt for building inspection services. For assistance and inspections, please contact (262) 346-4575. 24-hour notice is required. Next day service is possible if you call by 4 p.m. or email waukeshainspections@safebuilt.com

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- Water meter hook-up is arranged through Racine Water Utility at (262) 636-9185.
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- Erosion Control Bond is \$1,000.00 per property. Bond will be refunded after all Erosion Control Requirements have been satisfied. A written request for re-imbusement must be submitted to the Clerk's Office.
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- Sidewalk Escrow amount is obtained through the Village Clerk. Escrow must be paid prior to construction. Bond will be refunded after work is completed by the contractor and inspected by the Public Works Supervisor (262) 886-7202. A written request for reimbursement must be submitted to the Clerk's Office.
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- Fees include the following:
 - 1) Water Connection Fee-Residential Rate is \$900 per unit (only \$450.00 is required for lots in Chicory Creek)
 - 2) Sewer Connection Fee-Residential Rate is \$4,073.00 per unit
 - 3) Park Impact Fee-Residential Rate for 2017 is \$1,250.00 per unit (not required for lots in Chicory Creek).
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