



## Inspections Department – Permits for Residential Construction

The permit and inspection process gives you assurance that specific standards are met when expanding, altering, or repairing your property by complying with State, Local, and Zoning Code Requirements. These standards are intended to protect the integrity of the building, the safety of its inhabitants, and the welfare of the public. Building records are available from our department upon request. Prospective buyers can use these records to see if permits were obtained and if compliance was achieved for new homes, additions, and remodeling projects.

### **When Permits are Required:**

Before starting any new construction, repairs, additions, alterations, or demolitions, you must obtain a permit. This includes the installation of water heaters, furnaces, electrical wiring, plumbing fixtures, garages, porches, fences, decks, swimming pools, and sheds. Additionally, a permit is required to change the use of a building. You also need a permit when replacing or moving walls, doors, columns, and beams. Any changes to required exits or means of providing natural light and ventilation (including windows) also require a permit.

Questions about when a permit is needed should be directed to the Building Inspection Department. Building permits are required for most projects. If you do not find it on the list below, please call.

Type of work	Permit	Contact
Basement Additions/Alterations	Yes	Inspections
Bathroom Additions/Alterations	Yes	Inspections
Commercial Building New/Additions	Yes	Inspections
Deck	Yes	Inspections
Door New Opening-Residential	Yes	Inspections
Door Replacement-Residential (Exact)	No	
Driveway Install, Alterations/Parking Slab	Yes	Inspections
Electrical Work-Additional branch circuit	Yes	Inspections
Fence	Yes	Inspections
Fireplace (New)	Yes	Inspections
Flooring (New carpet, tile, etc.)	No	
Furnace Install-		
New	Yes	Inspections
Change in fuel or vent	Yes	Inspections
Replacement-Same Type, size, and fuel	No	
Garage (New/Addition)	Yes	Inspections
Hot Tub	Yes	Inspections
House Additions/Alterations	Yes	Inspections
Kitchen Cabinet Replacement	No	
Landscaping	No	

Type of work	Permit	Contact
Move Building	Yes	Inspections
Patio Slab	Yes	Inspections
Plumbing Work-Additional Fixtures	Yes	Inspections
Pool (Small kiddie pools do not apply)	Yes	Inspections
Porch Install/Replacement	Yes	Inspections
Ramp Install	Yes	Inspections
Razing Buildings	Yes	Inspections
Roofing Commercial	No	
Roofing Residential	No	
Shed	Yes	Inspections
Sidewalks/Apron/Curb In City Right-of-Way	Yes	Public Works
Siding Residential	No	
Signs	Yes	Zoning
Sunroom Addition	Yes	Inspections
Water/Sanitary/Storm Connections	Yes	Inspections
Water Heater-		
New	Yes	Inspections
Change in type fuel or vent	Yes	Inspections
Replacement-Same Type, size, and fuel	No	
Window New Opening-Residential	Yes	Inspections
Window Replacement-Commercial	No	
Window Replacement-Residential (exact)	No	

#### Applying for a Permit:

The property owner is responsible and must ensure that a permit is obtained before starting any work. Contractors can also apply for and obtain permits on behalf of the property owner. Under no circumstances should construction or demolition begin without first obtaining the Building Permit and posting the placard in a front window or door visible from the road. Commencing work without a permit is subject to doubling the permit fee. When unpermitted work is discovered, a Stop Work Order will be issued and a permit must be obtained before any work may resume.

Unless otherwise specified by the Building Code, owner-occupants of single-family dwellings may design their own plans. All residential work must comply with the Wisconsin Uniform Dwelling Code (UDC) and the Village of Little Chute Municipal Code.

DSPS Website <https://dsps.wi.gov/Pages/RulesStatutes/TradesProgram.aspx>

Little Chute Code of Ordinance [https://library.municode.com/wi/little\\_chute/codes/code\\_of\\_ordinances](https://library.municode.com/wi/little_chute/codes/code_of_ordinances)

## 2026 RESIDENTIAL BUILDING PERMIT FEE SCHEDULE

<b>Building Permit</b>	<b>Fee</b>
New Single Family	\$600 flat fee + \$.10/Sq.Ft. >2000 Sq.Ft. (Plus \$35 state stamp, \$100 Erosion control, \$500 park fee/dwelling)
New Two Family	\$1000 flat fee + \$.10/Sq.Ft. >3000 Sq.Ft. (Plus \$35 state stamp, \$100 Erosion control, \$500 park fee/dwelling)
New Mobile /MFG	\$200 Building, \$50 electrical, \$50 plumbing
Additions	\$100+\$5/\$1,000 of Cost not to exceed \$600
Remodeling	\$50+\$5/\$1,000 of Cost not to exceed \$600
New Window/Door	\$20+\$5/opening
Detached Garage (200 square feet or more)	\$200.00
Fence	\$50.00
Shed (less than 200 square feet)	\$50.00
Deck	\$100 + \$5/\$1,000 cost of construction, not to exceed \$600
New/Addition to Driveway, Patio, Flatwork	\$50.00
Pool/Hot Tub*	\$50.00
<b>Electrical Permit</b>	
New Single Family	\$150.00
New Two Family	\$200.00
Replace Service	\$50.00
Generator/Solar	\$100.00
Additions	\$50.00
<b>Plumbing Permit</b>	
New Single Family	\$150.00
New Two Family	\$200.00
Additions/Remodel	\$50+\$5/fixture over 3 fixtures
Water Heater	\$50.00
Storm, Sanitary, Water Lateral	\$50.00
<b>HVAC Permit</b>	
Furnace, A/C, Garage Heater	\$50/unit
Fireplace or Wood Burning Stove/Furnace	\$50.00
<b>Lateral Permit</b>	
Storm, Sanitary, Water	\$50/Lateral
<b>Raze and Moving Permit</b>	
Raze Primary Structure	\$100.00
Raze Secondary Structure	\$50.00
Moving Principal Structure within Village	\$300.00
Moving Accessory Structure within Village	\$50.00
Re-Inspection Fee	\$50.00

**Note:** other permits and fees may be required from other departments depending on the project and a re-inspection fee will be charged for each inspection after the second failed inspection.

## **License and Credential Requirements:**

All contractors must possess an appropriate contractor credential issued by the Wisconsin Department of Safety and Professional Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials. Depending upon the type of work you are doing, you may be required to hire a contractor. An owner-occupant of a single-family dwelling may take responsibility for carpentry, electrical, heating ventilation and air conditioning. In all other instances, a licensed contractor is required. This includes tenants and rental properties.

The construction and erosion control permits must be taken out by a state-certified Dwelling Contractor or by the owner who occupies the home currently or after completion. Note that the State UDC Contractor certification verifies general liability insurance only. It does not test the technical competency of the builder. Each Dwelling Contractor must have a state-certified Dwelling Contractor Qualifier on staff. The plumbing work must be supervised by a master plumber and installed by licensed plumbers. Only after the dwelling is occupied, may an owner install additional plumbing beyond the pre-requisite kitchen sink and full bathroom, unless prohibited by municipal ordinances.

**Credentials can be found on the LicensE Website:** <https://license.wi.gov/>

- Residential Building Contractors: Dwelling Contractors License and a Dwelling Contractor Qualifier
- HVAC Contractors: HVAC Contractor Registration
- Electrical Contractors: Master Electrician License
- Plumbing Contractors: Master Plumbing License

## **Wisconsin Department of Safety and Professional Services Electronic Safety and Licensing Application (eSLA)**

All new dwellings must submit an application to the Online Building Permit System. This was developed by the DSPS to allow municipalities to gain compliance with [2015 Act 211](#). The owner, builder, or agents shall complete the application form, and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

[https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page)

## **Requirements after a Permit is Issued:**

The permit placard is required to be always conspicuously posted on the construction site. As construction commences, it is the responsibility of the applicant to call and schedule all required inspections. If the scope of work is being altered during construction, you must contact an Inspector. An additional permit may be required depending on the changes made to the scope of the project.

## **Permits Expiration Date:**

- Permits for single- and two-family homes, Plumbing, and HVAC expire two years after the date issued.
- Electrical permits expire one year after the issue date.
- Permits must be reissued once they have expired; an additional fee will be charged to reissue permits.
- All permits will be marked "Finished" when compliance with building code is achieved.

# Required Documents for Plan Submittal:

## Plat of Survey Requirements:

- Survey shall be signed and stamped by a licensed surveyor or civil engineer
- Include name, address, date and surrounding streets
- Intended use of structure- single or two-family
- Drawn to scale
- Type of monuments at the lot corners
- Easements or other restrictions affecting the property
- Location of the centerline and lines of the adjoining streets

## Details with dimensions:

- New and existing structures
- Property dimensions
- Decks/Patio
- Building setbacks
- Driveway
- Egress window wells

## Details with elevations:

- Existing and proposed contours
- Finished garage floor grade
- Driveway slope (steepest side)
- Finished earth grade around the house
- Property corners
- Watercourses or existing drainage ditches

## Additional Information:

- Proper grade must be established by the surveyor including sidewalks and the driveway before construction.
- The Village will return a set of approved plans for construction.
- Any lookout or walkout basements with corresponding elevations where the lookout or walkout occurs. No lookouts or walkouts unless they are shown on the approved plan.
- Lot corners and structure corners staked to the ground before construction.
- Dedicated Street- No building permit shall be issued unless the property abuts an existing street.
- A building permit cannot be issued until public sewer and water are installed in the streets necessary to serve the property.

## Erosion Control Plan Requirements

- Location of the dwelling and accessory structures
- Include name, address, and date
- Property lines, driveway location, and street
- Pre and post construction surface slope and direction of runoff
- Areas of land-disturbing construction activities and stockpiles
- Type and location of all erosion and sediment control measures
- Protection of waters of the state, adjacent properties, and the municipal storm system
- All erosion control must be maintained and remain in place until the site is stabilized

<b>Erosion Control Practice</b>	<b>DNR Technical Standard</b>
Channel Erosion Mat	1053
Ditch Checks	1062
Dust Control	1068
Mulching for Construction Sites	1058
Non-channel Erosion Mat	1052
Seeding	1059
Trackout Control Practices	1057
Dewatering Practices for Sediment Control	1061
Sediment Bale Barrier	1055
Perimeter Sediment Control and Slope Interruption	1056
Storm Drain Inlet Protection for Construction Sites	1060

#### **Floor Plan:**

- **General Requirement:** Provide floor plans for each floor and the foundation. All plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of this code.
- **Specific Features:** Size and location of all rooms, doors, windows, structural features, exit passageways, and stairs. Use of each room. Location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout.
- **Building Cross Section/Wall Detail:** Include all building materials with dimensions in a cross-section wall detail.

#### **Elevations:**

- **Exterior Appearance:** Show the exterior appearance of the building, including the type of exterior materials.
- **Structural Details:** Indicate the location, size, and configuration of doors, windows, roof, chimneys, exterior grade, footings, and foundation walls.

#### **Wall Bracing Plan:**

- Location and construction details of wall bracing on each building side and floor level. This can include the Wall Bracing Compliance Worksheet or a legend showing the wall bracing method used, lengths or number of braced wall panels, and demarcation of circumscribed rectangles if more than one method is used.

#### **ResCheck and Heat Loss Calculator:**

- The data and information for determining compliance with the energy conservation standards shall be submitted in a format approved by the department.

#### **DSPS One- & Two-Family (Uniform Dwelling Code) Program Page:**

<https://dspc.wi.gov/Pages/Programs/UDC/Default.aspx>

- Wall bracing compliance worksheet, ResCheck, and Heat Loss Calculator can be found on this page.

## Required Inspections:

**Erosion Control:** Inspection of the Installation and maintenance of the Best Management Practices "BPM" to prevent sediment from leaving the construction site. Inspections are to be done weekly and after a rain event.

**Water, Storm, and Sewer Lateral:** Inspection of the installation of new water service, storm sewer, and sanitary sewer, Tracer wire, gravel, clay dam, and adequate pitch per code.

**Footing:** Inspection of the placement of all footing forms, rebar, and drain tile bleeders every 8' prior to pouring concrete. Geotechnical review may be required to confirm soil suitability.

**Foundation Rebar:** Inspection of rebar in the forms before the concrete is poured.

**Foundation wall:** Inspection of the construction of a foundation wall including all external elements, perimeter drain tile, with 1' of 3/4" gravel, damp-proofing, and foam insulation with appropriate R value as per RES Check. (Prior to Backfill)

**Electrical Service:** Inspection of a new electrical service for code compliance with SPS 316. Service disconnect within 8' of the meter, appropriate grounding, working space, and clearances for access to panels.

**Plumbing underground:** Installation of all plumbing that will be covered by the concrete floor. A test for this portion of the plumbing system is required.

**Vapor barrier:** Installation of a continuous vapor barrier. Vapor retarder of sheet material shall be at least 6-mil in thickness, overlapped 6", and taped or sealed. Inspected prior to pouring concrete.

**Plumbing Rough-In:** Inspection of all plumbing including drains, vents, and water supply lines.

**Electrical Rough-In:** Inspection of branch circuit rough-in and bath fans vented to the exterior

**HVAC Rough-In:** Installation of all supply air, return air, make-up air duct work. Installation of hot water heat piping (including in-floor). A test for this system is required.

**Framing:** Inspection of framing. Exterior doors, windows, and roofing underlayment. Engineered drawings must be provided for roof trusses.

**Fire separation:** Inspection of required fire separation for garages, duplex, and zero-property lines.

**Insulation:** Installation of the insulating material, vapor barrier, joints and penetrations sealed. Blown-in insulation can be installed after the ceiling drywall is applied.

**Final:** Inspection of all trades. Construction, Plumbing, Electrical, and HVAC completed. A certificate of occupancy will be issued once all non-compliant items have been addressed.