
BUILDING PERMIT 101



What needs a building permit?

- All new 1 and 2 family homes and decks
- Additions that increase the physical dimensions of a building
- All electrical wiring (new or remodeling)
- All HVAC (new or remodeling)
- All plumbing (new or remodeling)
- Replacement of major equipment (furnaces, water heaters, water softeners and electrical services)
- Agricultural buildings
- Commercial buildings
- Accessory structures (such as a shed)
- Fences (do not need to be inspected, but needs a permit from the Village)
- Re-siding (does not need to be inspected, but needs a permit from the Village)
- Re-roofing (does not need to be inspected, but needs a permit from the Village)
- Replacement of windows (only needs to be inspected if the size is changing, but needs a permit from the Village)



What does not need a building permit?

- Finishing interior surfaces (painting, flooring)
- Repairs deemed minor by the Building Inspector (if uncertain, please call the Building Inspector)
- Normal repairs to HVAC and plumbing
- Repairs to electrical equipment or systems (switches, receptacles or fixtures)
- Replacing sinks, toilets, tubs or faucets
- Remodels with no alteration to the plumbing, electric or HVAC



How do I apply for a building permit?

Building permit applications can be found at the Village Office at 2417 Brewery Rd. or on our website:

www.cross-plains.wi.us

Please make sure to have the correct information required for your permit (building plans if needed, contractor license numbers if using a contractor, etc). For questions on what you might need, please call the **Village Office 608-798-3241** or call the **Building Inspector- Tracy Johnson 608-444-0372** or email him at johnsoninspection@gmail.com.

After all necessary items are received at the Village Office, the application is reviewed and a fee is assessed. The Village Office will call you (or the contractor) with the amount due. Once paid, permits can be picked up at the Office.



How are fees assessed?

Fees are assessed using the Village of Cross Plains Community Development Fee Schedule, which can be found on the Village website: www.cross-plains.wi.us



Why should I get a building permit?

Pulling a building permit allows for on-site inspection by a state-certified building inspector. It protects the public health, safety and general welfare of the community. By not pulling a building permit or getting an inspection, you are not insuring that your contractor is making changes to your home that are up to code and safe.

If you have more questions about building permits or the process, please call the Village Office and speak with Becky 608-798-3241 xt 101 or call the Village Building Inspector, Tracy Johnson 608-444-0372. When your project is ready to be inspected, please call Tracy, and remember that inspections are required prior to concealing work.