



Village of River Hills  
 7650 N. Pheasant Lane  
 River Hills, Wisconsin 53217

Administration: 352-8213  
 Police: 352-8211  
 Public Works: 352-0080  
 Administration Fax: 247-2308  
 Police Fax: 352-8355

## **BUILDING BOARD APPLICATION CHECKLIST**

**The following items must be submitted before you will be included on the Building Board agenda:**

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

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**You must attend the Building Board meeting to present your plans.**

- \_\_\_ **Completed Building Permit Application Form and nonrefundable payment of the administrative fee and plan review fee.**
- \_\_\_ **Two (2) sets of plans in ¼" scale.** (Include floor plans and all exterior elevations with lighting detail for new residences, additions, fences or other buildings.)
- \_\_\_ **Two (2) plat plans or surveys** for new buildings, fences, berms, or additions with a change in footprint. (Indicate where all improvements are located, including distance to all lot lines.)
- \_\_\_ **A colored rendering of the primary elevation of the project to ¼" scale** for new buildings, additions with square footage greater than 30% of the current footprint, or smaller additions that will include a change in the architectural style of the structure.
- \_\_\_ **4"X6" or larger photographs** for any exterior modification to an existing structure, including the primary elevation of the structure, all sides adjacent to the modification, and neighboring structures on the property.
- \_\_\_ **Material samples** (Brick, stone, siding, roofing, fencing, gutters/flushing and paint colors are required in any case where there is a change from the materials in an existing structure. Manufacturer brochures should be provided for windows and exterior lighting fixtures.)
- \_\_\_ **Two (2) sets of landscaping plans** for new buildings and additions that will add more than 30% to the existing footprint. (Show type and location of trees, shrubs, berms, groundcover material, exterior lighting, fencing, patio areas, driveway pillars and walkways. Separate plans and permit are required for a hill, mound, or berm over 4" in height.)

### **Building Permits will require the following items in addition to those listed above:**

- \_\_\_ **Two (2) drainage plans** for all new buildings and additions that will add more than 30% to the existing footprint. The plans should show that proposed improvements do not block existing drainage from the upstream properties nor create flooding at downstream properties or drainage facilities and be in compliance

with the stormwater management ordinance and approved by the Village Engineer.

- \_\_\_ **One (1) erosion control plan** for all new buildings and additions that will add more than 30% to the existing footprint (Silt fencing can be noted on survey.)
- \_\_\_ **Two (2) Energy calculations** (New residence only)
- \_\_\_ **Wisconsin State Application** (New residence only)
- \_\_\_ **State of Wisconsin Dwelling Contractor Certification**
- \_\_\_ **State of Wisconsin Dwelling Contractor Qualifier Certification**
- \_\_\_ **State of Wisconsin Building Contractor Registration**

**ADMINISTRATIVE FEES:**

- \$200.00 ..... New Construction of a Building
- \$150.00 ..... Additions over 500 sq feet
- \$100.00 ..... Additions under 500 sq feet
- \$100.00 ..... Remodeling or Alterations of \$20,000 or More in Value
- \$25.00 ..... All Other Building Permits

**PLAN REVIEW FEES:**

- \$175.00 ..... New Residence
- \$65.00 ..... Residential Addition
- \$40.00 ..... Residential Alterations
- \$55.00 ..... Accessory Buildings, 120 sq feet or more
- \$35.00 ..... Decks, Swimming Pools, Landscape Lights, Other Small Misc Projects
- N/A ..... Fences/Patios/Replace Roofing/Replace Siding/Trim