



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:

_____ **Completed Building Permit Application and nonrefundable payment of the Administrative Fee and Plan Review Fee**

_____ **Two sets of plans in 1/4" scale** – include all of the structures floor plan and all exterior elevation with lighting details

_____ **Two plat plans or surveys** – indicate where improvements are located, including distance to all lot lines

_____ **A color rendering of the primary elevation of the project in 1/4" scale**

_____ **4"x6" or larger photographs** – all elevations of every structure on the property, views of property where new structure will reside

_____ **Material samples** – brick, stone, siding, roofing, fencing, gutter, flashing, and paint colors are required even if you are matching the existing structure. Manufacturer brochures should be provided for windows, doors, and exteriors lighting,

New structure building permits will require the following items in addition to those listed above:

_____ **Two 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, do not create flooding at downstream properties or drainage facilities, and are in compliance with the storm water management ordinance and are approved by the Village Engineer.

_____ **One erosion control plan** – for all new buildings and additions that will add more than 30% to the existing footprint.

_____ **Two energy calculations** – new residents only

_____ **Wisconsin State Application** – new residents only

_____ **State of Wisconsin Dwelling Contractor Certification**

_____ **State of Wisconsin Dwelling Contractor Qualifier Certification**

_____ **State of Wisconsin Building Contractor Registration**

ADMINISTRATIVE FEES:

- \$250.00 New construction of a building
- \$185.00 Additions over 500 sq. ft.
- \$125.00 Additions under 500 sq. ft.
- \$125.00 Remodeling or alterations of \$20,000 or more in value
- \$35.00 All other building permits

PLAN REVIEW FEES:

- \$200.00 New residence
- \$70.00 New garage
- \$80.00 Addition
- \$50.00 Alterations
- \$70.00 Accessory buildings
- \$45.00 Decks, pools, landscape lights, other small misc. projects
- N/A Fences, replace – roofing, siding, trim, windows

ALL items from checklist that pertain to your project MUST be turned in to the Village Hall by the 1st Monday of the month in order to be considered for that months agenda. If you turn in an incomplete packet you can be turned away until your packet is completed.

The Building Board meeting is held monthly on the 3rd Monday of the month at 5 p.m.