



**Village of River Hills**  
7650 N Pheasant Ln  
River Hills, WI 53217

Village Hall: 352-8213  
Public Works: 352-0080  
Police: 247-2302

## **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**

**The following fees will be paid to attend the Building Board meeting. The permit fee will be determined after the application has been approved (see permit application for additional fees).**

**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 1<sup>st</sup> 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 3<sup>rd</sup> Monday of the month at 5 p.m.