



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

ALL items from the checklist MUST be turned in to the Village Hall by the 1st Monday of the month in order to be considered for that month's agenda. If you turn in an incomplete packet, you may be pushed off to the following month until your packet is completed.

All documents should be submitted digitally and if printed copies are needed, they will be requested separately. Submit files to tdoebler@vil.river-hills.wi.us & sjanz@vil.river-hills.wi.us

_____ **Completed Building Permit Application and nonrefundable payment of the Administrative Fee and Plan Review Fee** – document available on the website's Permits page

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

_____ **Plat plan or survey** – 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 exterior lighting,

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

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

_____ **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.

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

_____ **Energy calculations** – new residents only

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