

## **PROCEDURES FOR APPLICATION & ISSUANCE OF PERMITS FOR ONE AND TWO FAMILY UNITS**

ALL APPLICATIONS FOR PERMITS ISSUED BY THE VILLAGE OF FREDONIA  
FOR ONE AND TWO FAMILY DWELLINGS WILL REQUIRE THE FOLLOWING:

1. All areas require Architectural Control Board approval.
2. A survey showing the location of the proposed structure, adjoining roads, highways, streets, alleys, lot lines, easements and any other proposed or existing structures. Proposed grade elevations as well as drainage dedications must be indicated (using National Geodatic Vertical Datum). The Architectural Control Board will set the final grade.
3. An Erosion Control Permit Application (can be found under Forms and Applications).
4. Energy Calculations.
5. A sewer connection permit is required before any building permits will be issued.
6. Three (3) complete sets of building plans drawn to scale or dimensioned shall be submitted. The plan shall include the following details:
  - a. A complete cross section from footing to ridge showing:
    - (1) Species, grade and spacings of structural members.
    - (2) Insulation details shown as indicated on the energy calculation.
  - b. Data on all openings, sizes and types or units to be installed.
  - c. Finished grade elevations and views shall be shown around the entire structure.
  - d. Furnace size and name of the manufacturer shall be indicated on the energy code work sheet.
  - e. If air conditioning is installed, the name of the manufacturer shall be indicated with the minimum energy ratio.
  - f. The plan shall show a complete plumbing fixture layout of each floor level.
  - g. The plan shall show a complete electrical plan showing type and location of fixtures, receptacles and service.
7. The permit can be issued within ten (10) days of approval by the Architectural Control Board. One set of plans will be returned when approved. Only after approval will the required permits be issued. House numbers may be purchased from the Village.
8. It shall be the responsibility of the owner or contractor to post all permits on the site and to call for the required inspections. When calling for an inspection give the name of the permit holder, the address and type of inspection. Inspections will be conducted within 48 hours, excluding Saturdays, Sundays, and holidays.
9. Required inspections are as follows:

- a. Footing Inspection – Prior to pouring of concrete. Recertification of footings to be completed and signed by a certified surveyor and returned to the village hall before an affidavit can be signed.
- b. Foundation Inspection – Prior to backfilling basement. Backplaster, waterproofing, drain tile and stone to be completed.
- c. Service Inspection – (Optional). When metering and breaker panel installation is completed and prior to energizing.
- d. Rough Electrical – After rough electrical is completed by electrical contractor (Item C may be conducted at this time).
- e. Rough Underfloor Plumbing – Prior to pouring of concrete floor in basement.
- f. Rough Plumbing – After rough plumbing is completed.
- g. Rough Framing - Prior to insulation.
- h. Energy Inspection – After insulation but prior to drywalling.
- i. Exterior Plumbing Inspection – Sewer and water laterals installed prior to backfilling.
- j. Final Electrical – Prior to occupancy.
- k. Final Plumbing – Prior to occupancy.
- l. Final Inspection – Prior to occupancy. The water meter and house numbers must be installed prior to inspection. (Occupancy Permit will be issued). Occupancy prior to obtaining the Occupancy Permit will be subject to the penalties provided by Village Ordinance. Where any belongings are in the structure, the inspectors will not enter the structure without an escort.

INTERIOR:

1. All handrails and guardrails must be in place.
2. Interior wall cover and trim must be finished.
3. Scuttle openings must be provided for all attics.
4. All plumbing fixtures shall be set and functional.
5. All electrical fixtures shall be installed or covered.
6. Receptacles, switches and covers shall be in place and GFCI protection where required.
7. Any openings (floor to floor to ceiling) shall be firestopped with approved material.
8. Backflow prevention devices shall be provided on all threaded faucets.
9. Garage walls in common with habitable areas shall be ¾ hour rated.
10. Manufacturers specification sheets shall be available at the final inspection for the following:
  - a. Solid Fuel Stoves
  - b. Water Heaters
  - c. Furnace
  - d. Microwave
  - e. Clothes Dryer

## EXTERIOR:

1. All exterior wall coverings shall be complete.
2. All exterior window and door frames shall be caulked.
3. Decks shall be complete with handrails or guardrails or the doors made inoperative from the outside.
4. All exterior grades shall be brought up to within 8" of any entrance.
5. Block and poured concrete basement walls, with more than 16" exposure shall be covered with another material which will enhance the exposed wall or walls in relationship to the rest of the home's exterior, as determined by the Village of Fredonia Architectural Control Board.

Please note that our garbage collector, Veolia Environmental Services does not pick up debris from new home construction. The Village Ordinance requires that construction debris be disposed of in covered portable containers (dumpsters) or contained within the structure. Burial or burning of construction waste or debris is not permitted. Please contact Veolia at 1-888-688-4005 or make other arrangements to have the debris from your building site removed.

## RECERTIFICATION PROCEDURE

The recertification form must be completed and signed by a certified surveyor and returned to the village hall before an affidavit can be signed.

## GUIDELINES FOR EXPOSED BASEMENT BLOCK

Block and poured concrete basement walls, with more than 16" exposure shall be covered with another material which will enhance the exposed wall or walls in relationship to the rest of the home's exterior, as determined by the Village of Fredonia Architectural Control Board.

If you have any further questions please call the Building Inspector at 692-2039 or the village hall at 262-692-9125.

See the following page for survey requirements.

# Village of Fredonia

P.O. Box 159

242 Fredonia Avenue  
Phone (262) 692-9125 FAX (262) 692-2883  
www.village.fredonia.wi.us

Fredonia, Wisconsin 53021

- ▲ elevation
- Dimension

*Guideline for survey. These elevations and dimensions must be shown.*

