

STATE OF WISCONSIN

Town of Greenwood

Vernon County

SECTION I – TITLE/PURPOSE

The title of this Ordinance is the Town of Greenwood Building Information Permit Ordinance. The purpose of this ordinance is to protect the health, safety, and welfare of the public by having accurate building information on the type, size, and location of buildings for assessment purposes and for providing emergency services and ensuring compliance with County and State laws and regulations, including sanitary, water protection, and zoning laws and regulations.

- A. County sanitary permits requirements
- B. State required well drilling permits
- C. County and state floodplain, wetland and shore land zoning requirements
- D. Any state-mandated or county zoning ordinances that exist at the time of construction
- E. State building plan approval procedures for commercial building or residential building with three or more living units
- F. Minimum Town requirements for driveway access and site development
- G. Town efforts to locate and record buildings for purposes of providing emergency services

SECTION II – AUTHORITY

The Town Board of the Town has the authority under Sec. 60.61, and general authority under its Village Powers and duties to regulate, prohibit, and restrict construction, alteration, erection, and enlargement of certain structures and buildings in the Town of Greenwood and to act for the health, safety, and welfare of the public.

SECTION III – ADOPTION OF ORDINANCE

The Town Board of the Town, by this Ordinance, adopted with a quorum and by a roll call vote by a majority of the Town Board present and voting provides the authority for the Town to require the application of a Town Building Information Permit for all buildings constructed, reconstructed or remodeled as provided in this ordinance.

SECTION IV – DEFINITIONS

In this ordinance:

- A. “Building” means any building or structure and any installation constructed, reconstructed, or remodeled, enlarged or altered for any use within the town, including but not limited to one and two family dwellings, manufactured homes, mobile homes, temporary or seasonal dwellings, garages, agricultural structures and outbuildings.
- B. “Owner” means any person having a legal or equitable interest in a building.
- C. “Owner” does not include any person whose legal or equitable interest in a building is a security interest derived solely from the extension of credit to permit construction or remodeling of the building or purchase of the building by a third party.
- D. “Town” means the Town of Greenwood, Vernon County, Wisconsin, and includes the town’s officers, employees, and agents where appropriate.
- E. “Town board” means the Board of Supervisors for the Town of Greenwood, or any person designated to act for the Town Board.
- F. “Town clerk” means the Clerk of the Town of Greenwood or his or her deputy or agent.
- G. “Wis. stats.” means the Wisconsin Statutes, including successor provisions.
- H. “Dwelling” Managed Forest Law definition

SECTION V – REQUIREMENT FOR BUILDING INFORMATION PERMIT

The owner of any building or structure in the Town, unless exempt under this Ordinance, who constructs, installs, remodels, reconstructs, enlarges, alters any building or structure within the town shall seek and obtain from the Town a Town Building Information Permit prior to commencing, or causing the commencement of any construction, installation, remodeling, reconstruction, enlargement, and altering of any building.

This requirement applies to all types of buildings, including but not limited to buildings constructed on site, buildings constructed or manufactured elsewhere and moved to the site, mobile homes, modular and manufactured buildings.

If the building will be used as a dwelling, (use Managed Forest Law definition for dwelling) the Wisconsin Administrative Building Permit Application form will be used. For other buildings, a Town of Greenwood Building Permit Application form will be used.

All buildings or structures, regardless of their intended use or size, must meet the minimum requirements listed before a Building Permit will be issued.

A Building Permit will be good for one year from the date of issue. If the building is not completed during that time period, a new application and new permit will be required. For purposes of this provision a building is considered complete when the exterior work is complete.

No Building Information Permit will be issued until the following requirements, if applicable have been satisfied:

- A. Applicant must submit a properly completed application form accompanied by the designated fee.
- B. Applicant must submit a copy of sanitary permit obtained from the Vernon County Zoning Department for dwellings.

Applicant must provide written verification from the Vernon County Zoning Department or other regulatory agencies that the proposed building is in compliance with county floodplain, shore land and wetland ordinances and other state mandated or county ordinances that might be relevant to the building site.

- C. Unless an approved driveway already exists to provide access to the property.

The applicant must first obtain a Driveway Permit from the Greenwood Town Board (if driveway enters from a town road) or from the appropriate county or state office (if the driveway enters from county or state highway). The driveway must then be completed and approved before building construction begins.

- D. If the proposed building is a commercial building or a residential building with three or more living units, the town will be guided by the State of Wisconsin's building plan approval procedure.

SECTION VI – EXEMPTIONS FROM PERMIT REQUIREMENT

The requirement in Section V to obtain a Town Building Information Permit shall not apply to any of the following:

- A. Buildings or structures owned by the Town.
- B. The restoration or repair of building equipment, such as furnaces, central air conditioners, water heaters, and similar mechanical equipment without the alteration or addition to the building or structure.

C. Fences or other similar like enclosures.

D. Temporary shelters used for camping or recreation. Examples of temporary shelters are recreational vehicles, tents, and camping trailers.

SECTION VII – OTHER REQUIREMENTS REMAIN APPLICABLE

The issuance of this Town Building Information Permit does not relieve the owner from obtaining any other permit that may be required by any other state law or local ordinance, including but not limited to any sanitary permits from the County, driveway permits from the town, county, or state; one- and 2-family dwelling code permits from the State, or any other applicable permit under town or county ordinance or state law or complying with any other requirement, ordinance or law including but not limited to zoning, subdivision/land division, and setbacks.

SECTION VIII – TOWN BUILDING PERMIT FORM, ISSUANCE, AND FEE

The Town Board is authorized to approve by resolution a Town Building Information Permit form, designate the person or persons authorized to issue said permits, and establish a fee for issuance of said permit.

Applicant must submit properly completed Building Permit Application, along with necessary Vernon County Permits. Action will be taken in issuance of permit within 30 days of receipt of properly completed forms. The Town Clerk will issue the permit and construction may begin.

The permit must be prominently displayed at the construction site.

FEES: The Building Permit fee of \$10.00 will be charged.

If permit is applied for after beginning construction, the fee will be \$250.00. Construction must stop immediately until the Building Permit is approved. If any changes are subsequently required by the terms of the permit, all changes will be made at the applicant's expense.

Fees will be reviewed annually by the Town Board to see that the fee is sufficient to cover the costs of administration.

SECTION IX – PENALTIES

Any building structure constructed, erected, or placed on land in the Town of Greenwood in violation of any of the provisions of this Ordinance shall be deemed an unlawful building or structure.

Any person that fails to comply with the provisions of this Ordinance shall, upon conviction, pay a forfeiture of not less than \$25 nor more than \$100, plus the applicable surcharges, assessments and costs for each violation. Each day a violation exists or continues shall be considered a separate offense under this Ordinance. These forfeitures are in addition to the Permit Fees listed above. In addition, the Town Board may seek injunctive relief from a Court of record to enjoin further violations.

SECTION X – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

SECTION XI – EFFECTIVE DATE

This Ordinance is effective on publication.

The Town Clerk shall properly publish this Ordinance as required under Sec. 60.80 of Wis. Stats.

Vote: For 3 Against 0

Adopted this 13th day of February, 2008

Al Riva Town Chairman

Tom Skala Town Supervisor

Leo Verhsby Town Supervisor

Mary Stanek Town Clerk