

**VILLAGE OF BROWN DEER**  
**REVIEW AND PERMITTING REQUIREMENTS FOR**  
**NEW DWELLING CONSTRUCTION**

**BUILDING BOARD**

The Brown Deer Building Board is the Village of Brown Deer's architectural review committee. All plans for new construction and additions must be submitted and approved by the Building Board prior to a permit being issued by the Building Inspector. The procedure is as follows:

1. The Building Board meets in the Village Hall at 4:00 p.m. on the 1st and 3rd Monday of each month. There is a \$50.00 non-refundable fee for each plan submittal. Meetings that would fall on a holiday **will not** be rescheduled.
2. The completed Uniform Dwelling Code application form, three sets of plans, three copies of the survey, heat loss calculations and material/color samples shall be submitted no later than **NOON** on the Tuesday prior to the Monday meeting. One set of plans must be approved and stamped by the Subdivision ACC Board if the lot is in the Donges Woods or Deer Brook Estates Subdivisions. Materials and colors must be called out on the plans. **The submittal deadline is firm.**
3. Items are placed on the agenda in the order in which they are received. Attendance at the meeting is strongly recommended but not mandatory. Plan approval may be delayed or denied if your input is needed and you are not in attendance.

**PERMIT**

1. Application for Permits

Application for a building permit shall be made in writing upon a Uniform Dwelling Code application form and shall include all of the information requested on the form. With such application there shall be submitted to the Building Inspector three (3) complete sets of plans and specifications, (1) heat loss calculation, (1) erosion control plan, and three (3) copies of the survey.

A copy of the architecturally approved plans from the subdivision architectural review committee is required.

- A. Survey - The survey shall be prepared and certified by a surveyor registered by the State of Wisconsin; shall be made in no case prior to one (1) year prior to the issuance of the survey. The certified survey shall also show the following:
- (1) Location and dimensions of all buildings on the lot, both existing and proposed.
  - (2) Dimensions of the lot.
  - (3) Dimensions showing all set-backs of all buildings on the lot.
  - (4) Proposed grade of proposed structure, to city or village datum.
  - (5) Grade of lot and of road opposite lot.
  - (6) Grade and set-back of adjacent buildings. If adjacent lot is vacant, submit elevation of the vacant lot.
  - (7) Type of monuments at each corner of lot.
  - (8) Water courses or existing drainage ditches.
  - (9) Location and description of all easements.
  - (10) Seal and signature of surveyor.

All residential buildings under construction must be re-surveyed after the completion of the construction of the foundation system. An as-built survey must be submitted to the Brown Deer Inspection Department before framing commences. The as-built survey shall indicate the location of the foundation and elevation of top of foundation wall and adjacent yard grade.

B. Plans and Specifications - All plans shall be drawn to a scale not less than one-fourth (1/4) inch per foot, on paper in ink, or by some other process that will not fade or obliterate. All dimensions shall be accurately shown to scale. Drawings that do not show all necessary detail will be rejected for review and permitting. Reverse plans will not be accepted. A complete set of plans for residential construction shall consist of:

- (1) All elevations, labeled as to direction, i.e. north, south, etc., not front, rear, left side, right side.
- (2) All floor plans.
- (3) Foundation plan.
- (4) Cross section.
- (5) Complete specifications for materials used.
  - a. colors of exterior finish materials should be called out on the plan.

C. Fees - The following permit fees for construction will be assessed:

1. .32/sq. ft. or fraction thereof
2. Plan examination - \$220.00
3. Wisconsin Uniform Building Permit Seal - State Charge + \$25.00
4. Occupancy Permit - \$50.00/unit
5. Energy Inspection - \$50.00
6. Decks - \$85.00
7. Erosion Control Fees - \$150.00/Lot
8. Address Numbers - \$10.00
9. Completion Bond - \$1,000 (refundable when the building is completed in accordance with approved plans and final Occupancy Certificate is issued.
10. Permit fees cannot be refunded after the permit is issued.

Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basements or portions thereof are not included.

H.V.A.C., Plumbing, and Electrical permits are not included in the Building Permit fees and must be applied for and obtained by those respective sub-contractors.

Culvert/Driveway Permits are not included in the Building Permit. The culvert size will be determined by the Department of Public Works Superintendent, then ordered and delivered to the job site and installed by the Village of Brown Deer DPW. The building contractor will be billed for the permit and installation. To budget for this expense, please contact Larry Neitzel, DPW Superintendent, at 414/357-0120.

The Village of Brown Deer does not charge sewer/water connection fees or impact fees.