



## VILLAGE OF FOX POINT

7200 N Santa Monica Blvd  
Fox Point, WI 53217  
(414) 247-6622  
www.villageoffoxpoint.com

# BUILDING PERMIT AND ENGINEERING CHECKLIST

This checklist is intended to provide an applicant with a general introduction to and basic understanding of the information that must be provided in order to obtain a building permit. ***The applicant and/or property owner shall be responsible for reviewing all applicable code requirements and designing their project in compliance with those requirements.***

### **Residential Building Permit**

- Interior Remodeling (kitchen, bathrooms, rec rooms, etc.)
- Exterior Remodeling (Windows, siding, etc.)
- House Addition
- Detached Garage
- New House Construction
- Razing Permit
- Decks
- Pools
- Accessory Buildings
- Fences
- Roofing
- Occupancy Permit
- Building Board Approvals (Exterior Alterations only)

### **Commercial Building Permit**

- Village Board Approval
- State Approved Plans
- Building Board Approvals (Exterior Alterations only)
- Occupancy Permit

### **Institutional Building Permit**

- Conditional Use Permit
- State Approved Plans
- Building Board Approvals (Exterior Alterations only)
- Occupancy Permit

### **Other Permits**

- Electrical Permit
- Plumbing Permit
- HVAC Permit
- Signs
- Grading or Drainage Permit
- Fill Permit
- Erosion Control
- Culvert Permit
- Construction on the Lake Bluff or Ravine
- Urban Forestry - Tree Removal, Cutting on the Bluff, etc.
- Storm Water Permit
- Underground Storage Tank (UST) Removal

### These are described in more detail as follows:

1. **Chapter 756 - Building and Razing Permits.** A building permit application form must be filled-out completely in order to obtain a permit for building and/or razing.
2. **Chapter 292 - Streets and Sidewalks.** For activities being performed in the Village's Right of Way (ROW), a separate permit may need to be obtained and a deposit must be paid. **Applicants are reminded that it is their responsibility to contact the Village after all work in the ROW is completed. Deposits will only be returned upon satisfactorily restoring the Village ROW.**



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3. Chapter 756-7 - Grading and Drainage Plans. A drainage plan shall be submitted under any of the following conditions: (1) the construction of a new principal building, (2) land disturbing activity requiring a permit that affects a surface area of 4,000 sq/ft or more, (3) land disturbing activity (other than tree removal) on the face of a ravine or lake bluff, (4) all circumstances where a fill permit is required pursuant to Chapter 272 of the Village Code, and (5) when required by the Village in particular cases due to particular concerns arising in the application.
4. Chapter 272 - Fill Permit. No person, firm or institution, public or private, shall transport to, dump, or place upon lands, public or private, solid fill in the Village of Fox Point without first obtaining a permit.
5. Erosion Control Plans. An erosion control plan for new home construction must be submitted pursuant to the Department of Safety and Professional Services regulations SPS 321.125. For all other activities that are not new home construction, Chapter 285, Article IV of the Village Code may apply to your activity. In particular, should your activity fall into one of the categories identified in Chapter 285-42, then you are required to submit an erosion control plan that complies with Chapter 285-43.
6. Chapter 285, Article I - Construction on a Lake Bluff or Ravine. No building or structure shall be erected on or over the slope of a ravine or lake bluff or at the foot of a ravine or lake bluff unless it meets one of the exceptions listed in the Village's Bluff Ordinance. Chapter 285-11 also restricts any cutting on the slope of the lake bluff or the slope of the bank of a ravine.
7. Chapter 310, Article IV - Prohibition on Clear Cutting Lots. A permit is required whenever a landowner, tenant, or person in possession or control of a lot or property within the Village of Fox Point proposes to cut back more than 50% of the healthy trees upon any such lot or property.
8. Chapter 285, Article III - Storm Water Permit. A storm water permit must be obtained when a property development disturbs one (1) or more acres or if the development increases impervious surface by one-half acre or more unless exempt under Chapter 285, Article III of the Village Code.