Building Permit Application Instructions

Building Inspector 5211 Schluter Rd., Monona WI 53716 Phone (608) 222-2525 Fax (608) 222-9225 bldinspec@ci.monona.wi.us



WHEN DO I NEED A PERMIT?

Building Permits are required for any new residential or commercial building construction, along with any additions and/or changes to the exterior of your building or property; or any additions or changes to the interior of your building. All of the following require building permits:

- New construction
- Additions, including screened porches and decks
- Finishing an unfinished basement
- Bathroom or kitchen remodeling and/or alterations
- Installation of swimming pool, whirlpool, or hot tub
- Installation of wood stoves and fireplaces
- Building an accessory structure (detached garage, shed, boathouse, etc.)
- Any type of electrical, heating, or plumbing work, including replacement of furnace, central air conditioner, water heater, and water softener
- Re-roofing
- Re-siding
- Replacing windows
- Installing a fence

HOW DO I SUBMIT MY APPLICATION?

Please complete the attached application to the best of your ability and **include drawings** for an addition, alteration, fence, deck, shed or the like. You can submit your permit in any of the following ways:

- Click the red "Submit via Email" button on the bottom of the last page of the form; any drawings or plans can be uploaded along with the form. If submitting via email, you must include an electronic signature.
- Print and email your form along with any required drawings or plans to <u>bldinspec@ci.monona.wi.us</u>, or fax to (608) 222-9225.
- Print and return your form and any required drawings in person or mail to:

Building Inspector City of Monona 5211 Schluter Rd. Monona, WI 53716

HOW DO I CALCULATE THE FEES?

You don't need to calculate the fees. The building inspector will review your application and plans and calculate the appropriate fees. He will call you when your permit(s) are ready to be picked up at City Hall, and he'll inform you of your fees at that time. Fees can be paid when the permit is picked up.

If you'd like to meet with the inspector in person to discuss your project, it's best to schedule an appointment by calling (608) 222-2525.

FOR IN	SPECTIONS	CALL: G	ENERAL B	NERAL BUILDING PERMIT APPLICATION					PERMIT #		
				GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763					EXPIRATION DATE:		
Parcel Number: Property i			rty is Located in	is Located in					Municipality Number 1 3 - 2 5 8		
PROJEC	T DESCRIPTI	ON (Submit Building I						Does this project re additional approval	quire any		
Building	Project Addres	s:						Finished Proje	ect Value		
Zoning District(s): Zoning Permit No.:				Corner Lot Bldg. Height So			Front	Rear	Left	Right	
Owner's Name(s)				☐ yes ☐ no ☐ Ft. ☐ Mailing Address				Telephone			
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Contractor Name & Type			Licen. / Cert #	Licen. / Exp. Mailing Address Cert # Date				Telephone &	Telephone & Email		
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Plumbing Contractor								Email Tel.			
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