

## Complete Submittal Requirements for Village Permits

**Review the FAQ (Frequently Asked Questions on our website) for additional information.**

### New 1-2 Family **Building Permit** Submittal Process & Requirements

- Submit to the State of Wisconsin (DSPS) **Online Building Permit System**
  - Permit Application needs to be accepted by the State of Wisconsin
  - The State approval needs to be submitted along with the Caledonia Building Permit Application and all corresponding documents to the Village of Caledonia.
- Submit Village of Caledonia **Building Permit Application**.
  - Two sets of the proposed house plans to scale or submit a PDF of the plans.
    - Additional specifications may be required per the Building & Engineering Department.
    - If applicable, building plans incorporating a Deck, a **Deck Permit Application** needs to be submitted with the Building Permit Application.
  - Two energy worksheets – acquired from the HVAC contractor or submit a PDF copy.
  - Two scaled copies of a plat of survey. Surveys must include setbacks, elevations, and drainage plan or submit a PDF copy.
  - Copy of Port-a-Potty contract (Review Ordinance/Regulations **15-1-31**)
  - Specification for a pre-fabricated fireplace, if applicable.
  - If a mound system is needed, a sanitary permit from Racine County Planning & Development is required. (**Link Information/Procedures**)
- **Submit Village of Caledonia Land Disturbance Permit Application**
- Additional Information: Agreements, Compliance, Inspections, Maintenance, Ordinances & Requirements ( [Link to \*\*New Residence Packet\*\*](#))

### **Residential Alterations** Submittal Requirements

- Submit Village of Caledonia **Building Permit Application**
  - Provide two sets of scaled building plans of proposed Building Alteration
    - Note: Can use graph paper
  - If applicable, engineered drawings may need to be provided.
  - If applicable, **Plumbing & Residential Electrical Permit** Applications need to be submitted separately.

### **Residential Additions** Process & Requirements

- Contact the Planning & Zoning Department to confirm setbacks, if an addition can be placed on the property/parcel and what size of addition that may be allowed on specified property/parcel.

- Submit Village of Caledonia **Building Permit Application**
  - Supply a Plat of Survey (scaled drawing) locating the proposed addition with setbacks from the lot lines and other building structures.
  - Two scaled copies of detailed building plans of the proposed addition or submit a PDF copy.
  - An energy worksheet acquired from the HVAC contractor or submit a PDF copy
  - If applicable, a site grading plan may need to be provided.
  - If applicable, **Plumbing & Residential Electrical Permit** Applications need to be submitted separately.

#### **Residential Foundation Repair** Submittal Requirements

- Submit the **Residential Roofing/Siding/HVAC/Foundation Repair Permit Application**
  - Scale detailed drawing plan of the proposed Foundation Repair or submit a PDF copy.
  - Additional specifications may be required by the Building Inspector.

#### **Accessory Building Structures** Submittal Requirements (Garage, Pole Barn, Sheds, Etc.)

- Contact the Planning & Zoning Department to confirm setbacks, if an Accessory Building can be placed on the property/parcel, and size of structure may be allowed on specified property/parcel.
- Submit Village of Caledonia **Accessory Structure Building Permit** Application
  - Supply a Plat of Survey or a scaled Site Drawing locating the proposed Accessory Building with setbacks from the lot lines and other buildings/structures.
    - Note: Accessory Building Permit will be required for any structure 36 square feet or larger.
    - Exception to the 36 square foot rule, all “hen coops” will require an Accessory Structure Building Permit.
    - **Note:** An Accessory Structure Building 250 square feet or larger is required to be placed on a concrete slab.
    - **Note:** Any Accessory Structure Building 400 square feet or larger will require a Plat of Survey of the location of the proposed structure. Surveys must include setbacks, elevations, and drainage plan.
  - Two scaled copies of detailed drawing plans/specifications for the proposed structure or submit a PDF copy.
  - Additional specifications may be required per the Building Inspector.

#### **Residential Decks**

- Contact the Planning & Zoning Department to confirm setbacks, if a Deck can be placed on the property/parcel, and size of Deck that may be allowed on specified property/parcel.
- Submit Village of Caledonia **Deck Permit Application**
  - Supply a Plat of Survey or a scaled Site Drawing locating the proposed Deck with setbacks from lot lines and other buildings/structures.

- Two scaled copies of detailed building plans/specifications for the proposed deck or submit a PDF copy. (In accordance with the **Deck Code**)
- Additional specifications may be required by the Building Inspector.

### Swimming Pools

- Contact the Planning & Zoning Department to confirm setbacks, if a Swimming Pool can be placed on the property/parcel and the size of Swimming Pool that may be allowed on the specified property/parcel.
  - Note: Fence Permits are required for any pool installation that has less than a 48" wall height. (Starting measurement from the ground level to the top of the wall.
  - An inground pool must be enclosed by a fence per Village Ordinance.
- Submit Village of Caledonia **Swimming Pool Permit Application**
  - Inground Pools shall supply a Plat of Survey with a scaled drawing locating the proposed Swimming Pool may to be placed.
  - Above Ground Pools shall supply a Plat of Survey or a scaled Site Drawing for all above ground pools with a scaled drawing locating the proposed Swimming Pool may to be placed.
  - Submit the Swimming Pool specifications for the proposed pool or submit a PDF copy.
  - Additional specifications may be required per the Building and Engineering Department.
  - The Plat of Survey shall show both – the pool and the fence for a complete submittal.

### Fences

- Consider contacting the Engineering Department to confirm the location, size/height of a Fence and where it may be allowed on property/parcel.
- Submit Village of Caledonia **Fence Permit Application**.
  - Supply a Plat of Survey or a scaled site drawing that shows the proposed locations and lengths of the fence being installed.
  - Additional documentation may be required by the Engineering Department.

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