

**VILLAGE OF MELROSE  
APPLICATION  
FOR  
BUILDING AND OCCUPANCY PERMIT**

Use the back side of this application to draw a sketch of the boundaries of your property and the location of all existing and planned improvements. PLEASE GIVE ACTUAL DIMENSIONS OF CONSTRUCTION AND DISTANCE FROM LOT LINES!!

DATE \_\_\_\_\_

To the Village Board, the undersigned hereby applies for a permit to do work herein described and located as shown ON THE BACK sheet of the application. The undersigned agrees that all work will be done in accordance with this application and all ordinances of the Village of Melrose and with all laws of the State of Wisconsin applicable to said premises.

Signed \_\_\_\_\_ Owner

Signed \_\_\_\_\_ Agent

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

Premises to be occupied as: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Size \_\_\_\_\_ feet wide x \_\_\_\_\_ feet long \_\_\_\_\_ sq ft in area Height \_\_\_\_\_ feet

Work Consists of: (check)

New Building \_\_\_\_\_

Addition \_\_\_\_\_

Repairs \_\_\_\_\_

Alteration \_\_\_\_\_

Moving \_\_\_\_\_

Wrecking \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Est Cost \$ \_\_\_\_\_

Will the work modify an existing driveway and/or curb or modify the entry way to a Village Street? \_\_\_\_\_  
(If so....Permit requires Village Board Approval IAW Village Ordinance 11.65)

Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

(Building Permit Committee Or President)

Construction Must Begin By (6 Months): \_\_\_\_\_

Construction Must Be Completed By (1 Year): \_\_\_\_\_

FEE SCHEDULE

Fences, outdoor wood burners, above-grade patios, decks, utility sheds, decks	\$25.00
House additions / remodeling, attached porches / decks with roofs, garage additions, garages and gazebos	\$50.00
Single family dwelling	\$75.00
Multi-family, commercial, churches, school, other tax exempts (including additions to these structures	\$100.00