

VILLAGE OF MELROSE
ZONING AND OCCUPANCY PERMIT APPLICATION

Applicants are required to submit the Wisconsin Uniform Building Permit Application and a site plan with this application. Applications that do not include the Wisconsin Uniform Building Permit Applications or a site plan will be denied. Site plans must include the location and dimensions of existing and proposed structures, location of lot lines, distance between lot lines and structures, as well as any other relevant information.

To the Village Board: The undersigned hereby applies for a permit to do work herein described and as shown on the site plan included with this 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.

DATE _____

Owner(s) _____ Owner(s) _____

Signature _____ Signature _____

Street Address _____

Phone Number _____

Premises to be occupied as: _____ Type of Construction: _____

Size _____ feet wide x _____ feet long _____ sq ft in area Height _____ feet

Neighbor Signature (s) _____

*Neighbor signatures may not be required. You are only required to obtain this if required by ordinance for your specific project

Work Consists of: (check)

New Building	_____	Permit Fee	\$ _____
Addition	_____		
Repairs	_____	Est Cost	\$ _____
Alteration	_____		
Moving	_____		
Wrecking	_____		

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

Any alteration not changing square footage or listed below	\$10.00
Roofing of Building: Permit required if more than 5 square of material. No more than 2 layers total (Wood shakes are considered a layer).	\$25.00
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