

**VILLAGE OF MELROSE
ZONING, OCCUPANCY, AND BUILDING PERMIT APPLICATION**

Date of Application: _____

Applicants are required to submit the Wisconsin Uniform Building Permit Application and/or the General Building Permit Application and a site plan with this application. Applications that do not include the required 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.

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (C) _____

Fax: _____ Email: _____

Property Owner Information (if different from Applicant):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (C) _____

Fax: _____ Email: _____

Contractor involved with project:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (C) _____

Fax: _____ Email: _____

Site Information:

Parcel # _____

Address: _____

Zoning: _____ Residential _____ Multi Unit

 _____ Commercial _____ Industrial

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 _____

Addition _____

Maintenance/Repairs _____

Est Cost \$ _____

Alteration _____

Moving _____

Wrecking _____

Remodeling _____

Fence _____

Miscellaneous _____

Description of the project and materials to be used:

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)

I certify that all the above statements and plans submitted with this application are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the Building Inspection Department for the purposes of inspection as may be required by law. I also agree to comply with the provisions and design/placement criteria as stated in Village of Melrose Ordinance.

Date

Signature of Applicant

Date

Signature of Owner (if different from Applicant)

Date Fees Paid _____

Date Submitted for Consideration _____

Action taken: () Approved () Condition (attached) () Denied

Date Approved: _____ Permit # _____ Permit Fee: _____

Signed: _____ (Building Permit Committee Or President)

Construction Must Begin By (6 Months): _____

Construction Must Be Completed By (1 Year): _____

FEE SCHEDULE

In addition to General Engineering Company Fee Schedule, when applicable

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