

Building Permit Information

Below are general guidelines for building permits. We encourage you to contact us at (920) 262-4060 with any questions you may have.

General Requirements for any Building Permit

City of Watertown Building Permit Application Document Requirements

- Completed permit form (either the residential or commercial form which can be picked up in our office, emailed, or located on our website by clicking [HERE](#))
- 2 Sets of Drawings/Plans
- 2 Copies of Survey (if applicable)
- 2 Copies of any other pertinent document

Building Permit Application must be completed as follows:

Page 1

- Owner information must be completed
- Contractor information must be completed, if applicable, including the Contractor's license and qualifier numbers
- The estimated cost of the project must be filled in

Pages 1-2

- Be sure to read through the general guidelines and address any items which apply to the project.

Page 2

- Ensure at least one signature is on the application.

Pages 3-4

- For your informational purposes only. You are welcome to use page 4 to complete your drawing of the area affected by this project. It is also acceptable to use your own paper/program in place of page 4.

Building Permit Type (in alphabetical order)	Requirements (in addition to the application form) *NOTE* All fees are currently accepted in cash or Check made payable to "City of Watertown"
Additions/Alterations	<ul style="list-style-type: none">• A site plan of the area(s) being affected by the project. The site plan shall have labeled rooms with the dimensions of said rooms. Please provide a description either in the room or elsewhere on the paper stating the alterations being proposed. Further information on site plans can be found HERE• Any electric, HVAC, and/or plumbing must be applied for under their separate permits found by clicking HERE
Deck Permits	<ul style="list-style-type: none">• A complete set of plan documents (typically obtained by the supplier you are purchasing the supplies from).• A site plan showing where on the property the structure will be placed, dimensions of the structure, and how far away from the property lines the structure will be. Further information on site plans can be found HERE• Please note that the State of Wisconsin has rules and regulations for decks. The information can be found by clicking HERE
Fence Permits	<ul style="list-style-type: none">• Fence permit application (found HERE) with \$10 application fee.• A site plan showing where on the property the fence will be placed and the dimensions of the fence. Further information on site plans can be found HERE
Garage Permits	<ul style="list-style-type: none">• A complete set of plan documents (typically obtained by the supplier you are purchasing the supplies from).• A site plan showing where on the property the structure will be placed, dimensions of the structure, and how far away from the property lines the structure will be. Further information on site plans can be found HERE
New One-Two Family Home Permits	<ul style="list-style-type: none">• New home submittal information can be found by clicking HERE.
Renewals/Expired Permits	City of Watertown building permits expire one (1) year after the date they are approved. Please contact our office if you know you will not complete the project within that time frame. Generally speaking, permit renewal will be one-half (1/2) of the cost of the original permit.
Shed/Accessory Structure Permits	<ul style="list-style-type: none">• A copy of the building pamphlet or a set of construction documents (typically obtained by the supplier you are purchasing the structure from).• A site plan showing where on the property the structure will be placed, dimensions of the structure, and how far away from the property lines the structure will be. Further information on site plans can be found HERE• PLEASE CLICK HERE for the City of Watertown's information on sheds and accessory structures.