

## RESIDENTIAL PLAN APPROVAL AND INSPECTION FEES

A fee for each building permit shall be paid as set forth in the following table:

(a) New Residential Construction - one and two family:	
1. Plan review fee	\$55.00
2. Inspection fee	\$ .25 per sq. ft. Minimum Inspection Fee of \$25.00
3. Wisconsin building permit seal	Actual cost plus \$5.00
(b) All other new residential, business, institutional, manufacturing, and industrial construction, including additions.	
1. Plan review fee	\$55.00
2. Inspection fee	\$0.25 per sq. ft. for the first 5,000 sq. ft. (Minimum Inspection Fee of \$25.00) and \$.05 per sq.ft. for an area in excess of 5,000 sq.ft.
(c) Any Alterations or Repairs.	
1. Plan review fee	\$55.00
2. Inspection fee	\$0.25 per sq. ft. for the first 5,000 sq. ft. (Minimum Inspection Fee of \$25.00) and \$.05 per sq.ft. for an area in excess of 5,000 sq.ft.
(d) Occupancy Permit - One and two-family residential (New Construction)	\$25.00 per unit
(e) Occupancy permit - Multi-family residential (new construction – plumbing and electrical only)	\$25.00 per unit
(f) Occupancy Permit – all other new buildings	\$25.00
(g) Required Re-inspection	\$30.00 per inspection
(h) Permit to start construction/footing and foundation only	\$55.00

*The above fee table is per City of Watertown Code § 253-20 Fees.*

**Please do NOT include payment with initial building permit application. Once the inspector has completed review of the application, he will contact you with the amount due based on the above table. Thank you.**



- 3) Is any portion of the subject property in the flood plain, floodway or wetlands?  
*(See City of Watertown Municipal Code Chapter 532 - Floodplain and Shoreland – Wetland Zoning for assistance in making this determination.)*
- 4) Does this project include any excavation within twenty feet (20') of a public right-of-way tree?  
*(If yes, please contact the City Forestry Department at 920-262-8080.)*
- 5) If this project is an expansion of the existing footprint (i.e., building addition), is it in compliance with the following setback requirements?
  - a. Front and rear yard setbacks of twenty five feet (25').
  - b. Side yard setback of 10% of lot width or a minimum of eight feet (8'), maximum of fourteen feet (14').
  - c. Outside all easements.\*  
*\* It is the responsibility of the applicant to verify the existence of easements and properly label them on the Plot Plan. Structures are prohibited from being constructed within easements.*
- 6) Is this a renovation that disturbs more than two square feet (2 s.f.) of paint in a home or apartment complex built before 1978? Is it the intent of the owner to hire an outside contractor to perform this work?  
*(If so, please contact the Watertown Health Department at 920-262-8090 for assistance and information on lead based paint.)*

**HISTORIC PRESERVATION**

- 1) Is this project within the Downtown Historic District?
- 2) If yes, are your plans including exterior improvements to your building?  
*(If you answered "yes" to the above two questions, the Historic Preservation Commission will need to review your project prior to issuance of a Building Permit.)*

***By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the City and to conduct the due diligence as encouraged above and as may otherwise be necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the City. The Owner/Applicant acknowledges, agrees and understands that the City is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The City and its staff can only provide procedural guidance and reference. The City and its staff cannot provide legal advice.***

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**OWNER SIGNATURE (Mandatory)**

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**DATE**

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**CONTRACTOR SIGNATURE**

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**DATE**

**PLOT PLAN FOR PERMIT APPLICATION  
ONE/TWO FAMILY, MODULAR, MOBILE HOME OR ZONING USE**

**LOCATION**

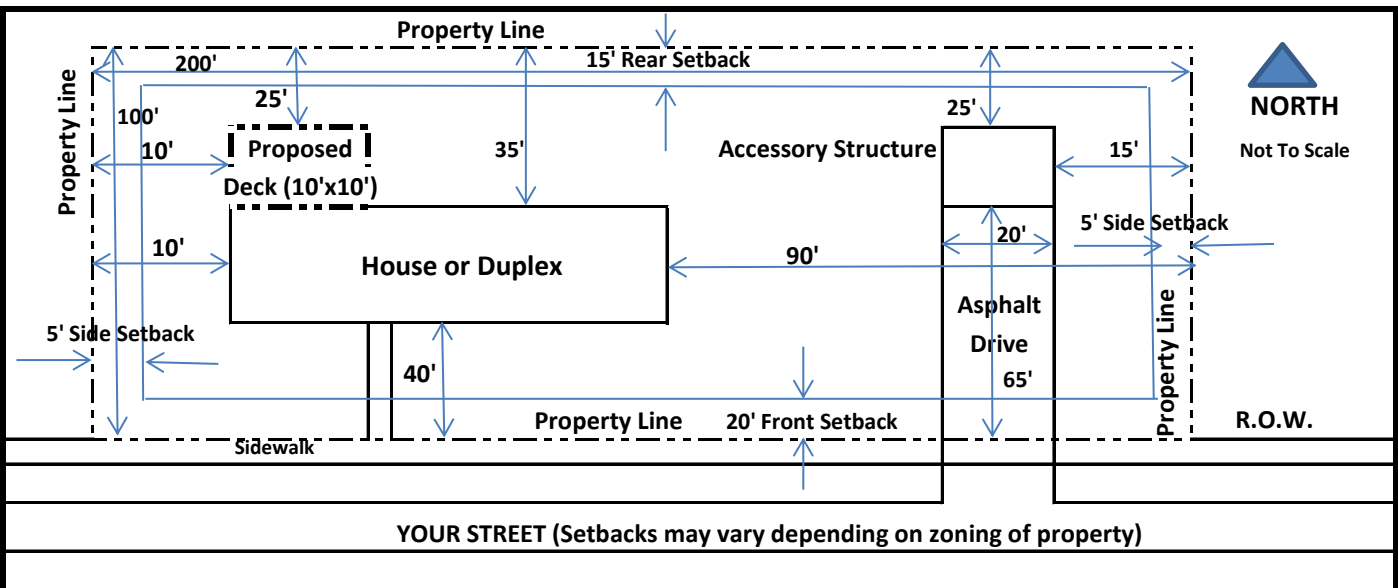
Owner	
Street Address	
Phone No.	Estimated Cost:

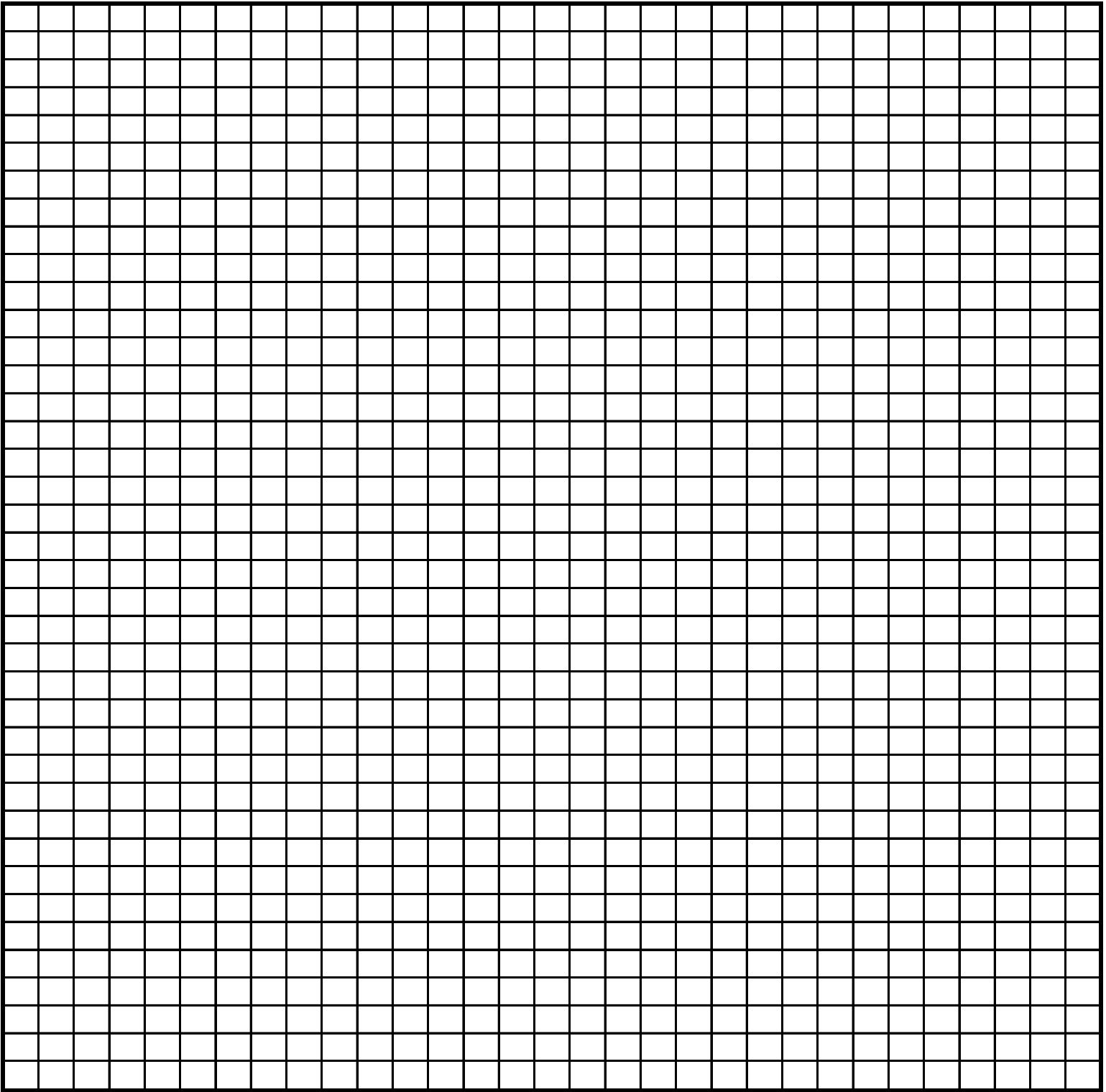
**\*Instructions\***

In the space provided on the back side, draw plot plan as neatly and accurately as possible, from survey if possible.

- 1 Show North Arrow.
- 2 Identification of the drawing's scale, if used.
- 3 Draw property lines with dimensions; front, side and rear setback dimensions; all easements with dimensions.
- 4 Draw street(s) and right-of-way(s).
- 5 Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s), garage(s), etc. with dimensions.
- 6 Show distances of buildings from property lines or other structures.
- 7 Identification of exactly what work is to be done, including any proposed changes to physical features of the site or existing structures.
- 8 Location and dimensions of any graveled or impervious paved areas such as driveways or parking.
- 9 Ground elevations and contour lines for sloping sites or where earth grading is proposed may be required. Check with the Engineering Department at 920-262-4060 to verify if this is required.

**\*Plot Plan Example\***





**NOTES:**

- 1) North arrow shall be correctly placed.
- 2) Draw a completely dimensioned plot plan.
- 3) Note adjoining streets and/or alleys.
- 4) Note curb cuts.

<b>Owner</b>
<b>Street Address</b>
<b>Phone No.</b>