



Village of Merrimac

100 Cook St.
Merrimac, WI 53561



Building Permit And Driveway Permit APPLICATION GUIDE

*Updated:
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9/10/2013

Permits Covered:

This guide explains application procedures for Building Permits for One and Two Family new dwellings and Driveway Permits in the Village of Merrimac. The Village also requires building permits for accessory buildings and other structures. Permit applications can be obtained at:

Merrimac Village Hall

100 Cook Street

Merrimac, WI 53561

Office Hours: Monday through Friday, 9 am – 3 pm

608-493-2122

Email: Merrimac @merr.com

Website: www.villageofmerrimac.org

DRIVEWAY PERMITS

Driveway Permit application packets are available at the Village office. They include a list of requirements for the correct siting and construction of driveways. After reviewing these requirements, fill out the driveway application and return it with the appropriate fee. You may also make an appointment to have a meeting at the driveway location to get approval of your permit. Be sure you have the corner markers of the property and the proposed driveway location staked out at the site prior to the meeting. Driveway permits may be issued separately, or as part of a building permit application.

BUILDING PERMITS/ZONING

As part of the Building Permit process, you will be required to show your proposed structure meets the Village Zoning Ordinances. It will be helpful to review these ordinances prior to filling out your application. The zoning ordinances and related information are available at the Village Office or at www.villageofmerrimac.org.

When Do You Need A Building Permit?

Inquire any time a new structure, new use of land, or a change in the use of land is desired. No structure or part thereof shall be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a building permit.

In addition to any dwelling work, the Village requires permits for:

- New driveways or repairs to existing ones.
- Detached garages, sheds, boathouses or similar structures
- Swimming Pools
- Decks
- Building demolition

- Electrical rewiring
- Commercial Construction
- Accessory Structures exceeding 120 square feet in total size.

Note:

Fences: The Village does not issue permits for fencing but does have a FENCING ORDINANCE. Be sure you are familiar with this Ordinance before building a fence.

IF YOU ARE IN DOUBT WHETHER YOUR PROJECT REQUIRES A PERMIT, CONTACT THE VILLAGE OFFICE AT 608-493-2122 OR THE VILLAGE BUILDING INSPECTOR AT 608-444-0372.

Step 1: Obtaining Zoning Approval

Before erecting any new building, or enlarging, reconstructing or extending an existing building, the site must meet current Village zoning standards. This includes any structure permanently attached to an existing building, such as a deck or porch.

To obtain approval you will need:

- The name and address of the applicant, and the owner and address of the site.
- Description of the site by lot, block and recorded subdivision; or by metes and bounds.
- A Plat of Survey prepared by a land surveyor registered in the State of Wisconsin or other map drawn to scale and showing the following: site location, boundaries and dimensions, existing and proposed easements, streets and other public ways; public utilities; existing or proposed driveways, street or highway access and any current restrictions; high water, channel, floodplain, floodway boundaries; and existing or proposed structures.
- After gathering the above information, contact the Village Office or the Building Inspector at 608-493-2122 or 608-444-0372. They will review the proposed project to determine if it conforms to the Village zoning standards. If it does not, you may be required to apply either for a re-zoning or a variance.
- When your zoning has been approved, contact the building inspector to set up an on-site review. Prior to this meeting you will need to mark/stake locations of the proposed building/s on the site. In order to insure approval, be sure survey markers showing lot boundaries, corner stakes and other pertinent markers are clearly visible. Building corners must be staked and marked so measurements can be checked to insure they conform to your plat map. Spray painted marks on the grass or dirt are not acceptable.
- Once the proposed location has been approved it is your responsibility to see that the structure is sited correctly when built. Buildings constructed in the wrong location can lead to costly remedies.
- NOTE: Be sure and read the FEMA information sheet included in this packet.

Step 2 – Obtain a Building Permit

After obtaining zoning approval, you will need a building permit. Whereas the zoning process covers the location of your proposed structure on the site, the building permit insures that it is built according to the Uniform Dwelling Standards adopted by the Village.

Complete the building permit application. If your structure is a new single or two-family dwelling, you will need to complete the following:

- The Wisconsin Uniform Dwelling Application. Be sure you fill it out completely. Contractor certification numbers must be included in order to process the application. Permit packets for new dwellings are available at the Village Office.
- An Erosion Control Plan. Information and forms to do this will be in your packet.
- The HVAC/UDC Energy Worksheet. It is available from the website listed in the packet. This can also be done by your HVAC contractor.
- Submit all of the above, along with 2 sets of building plans to the Village Office. Building plans must be scaled with accurate dimensions. They must include a foundation plan, floor plan, building sections (including the method of wall bracing), door sizes, window sizes, beam sizes, roof and floor framing plans and forced air supply and return runs. Be sure section views show framing sizes and insulation values.
- FEMA Elevation Certificate if applicable. (see attached FEMA info. sheet)

If you are building a structure other than a new dwelling or remodeling, or any other work that requires a permit, you will need to complete:

- A Village Accessory Permit application. These are available at the Village Office or on the Village website at www.villageofmerrimac.org. Depending on your project, plan sets, erosion control plans and an Energy Worksheet may be needed.

After completing your application, turn it in at the Village Office. The building inspector will review all applications and determine if they are complete. If so, a fee is required prior to the permit being issued.

Residential and Accessory Permits:

New one- & two-family dwellings and duplexes:

Minimum \$750 base fee, or higher as determined by building inspector rates.

Additional one-time fees apply at time of building permit issuance:

New home sewer connection fee: \$500

New home water connection fee: \$750

Repairs/Alterations:	\$40 processing + \$65 per inspection	
Driveway Access Permit:	\$50	
Zoning Inspection:	\$60	
Garage/Boathouse:	Without Electric	\$250
	With Electric	\$300
Sheds:	\$50	
Decks:		\$150
Building Demolition:	House	\$125
	Garage	\$ 50
Electrical Service:	\$80	
Pools:	Above Ground	\$125
	In Ground	\$200

Commercial Construction:

Minimum Fee:	\$300
Review:	\$80
Per Inspection:	\$65
Filing Fee:	\$40

Checks can be made payable to the Village of Merrimac.

Note: Separate checks are required for the permit fee and the sewer/water connection fees.

VILLAGE OF MERRIMAC BUILDING PERMIT APPLICATIONS

APPLICANTS – PLEASE READ!!!!

Before any permit for a new building or new building addition can be issued, the proposed building must be located on site. This will insure that the structure is in compliance with the Village zoning regulations.

The first step is to obtain a *plat of survey* of the site. These may be available from Sauk County or a local realtor. If a *plat of survey* is not available, the property owner will *need to hire* a registered surveyor to prepare one. Property lines, corner irons, existing structures and the proposed building or building addition would be shown on the map. Dimensions (distances) from the lot lines to the proposed building should also be included.

On the site itself, property irons and lot lines must be visible and accessible, as shown by flagging, staking, paint markers, etc. The proposed building location should also be staked out and identified for verification of setbacks and other zoning requirements. After this is done, contact our office for a site inspection. You will be charged for additional visits if we are unable to verify the above information on the first visit.

Decks, porches, gazebos, etc., are considered a permanent addition to a structure and will also require site verification. Detached garages, sheds, etc., also need site verification. If you are not sure, please call the Village Office.

The above process must be completed before any building permits will be issued.

Remodeling work which does not change the existing footprint (length, width or height) of the building does not need site verification. However, *other zoning restrictions* may apply.

BEFORE DOING ANY OF THE ABOVE, CALL THE VILLAGE BUILDING INSPECTOR TO VERIFY YOUR PROPOSED PROJECT IS PERMITTED UNDER THE CURRENT ZONING REGULATIONS.

Thank You,

Ronald Senger
Administrator
Village of Merrimac
608-493-2122

FEMA REQUIREMENTS

PLEASE READ CAREFULLY

Due to extreme weather and flooding conditions, state and federal agencies are requiring owners of structures in hazardous locations provide additional information as part of their building permit process. This information will be used by **FEMA** (Federal Emergency Management Agency) lenders, insurance providers, and the local community to determine factors such as premium rates, structural requirements, building locations, etc...

If you are building a new home, an addition to your existing home, or substantially improving an existing home located within a flood plain, you will need to provide an Elevation Certificate as part of your building permit application. A “substantial improvement” is defined as when the total dollar value of materials and labor is equal to, or exceeds 50% of the current assessed equalized value of the structure as recorded on the tax bill.

The following steps may be helpful in sorting out this process:

- *Determine if your structure is located in a Flood Zone or Special Flood Hazard Area.*

If you have computer access, go to the FEMA website (www.fema.gov) and click on the menu. This link contains information on how to get a flood map (FIRM – flood insurance rate map) for your area as well as other useful items. Another good resource is to contact Miriam Anderson at the Wisconsin DNR at 608-266-5228

- *If your project is located in a flood zone, you will need an Elevation Certificate as part of your permit application.*

Elevation Certificates must be prepared and certified by a Licensed Land Surveyor, Registered Engineer or Registered Architect authorized by the state to certify elevation information. These certificates show, among other things, the difference (vertical distance) between the lowest floor elevation of the new or existing structure and the regional flood elevation. This will impact on what is permitted regarding design and location of the proposed structure. Most insurance companies will no longer issue homeowners' policies for structures in the flood plain without an Elevation Certificate.

Please note that it is best to deal with any FEMA issues early in your planning process. This will save time and money. If you are having any surveying work done on a parcel you own, or are purchasing a property near water which requires a survey, be sure that the work includes an Elevation Certificate.

If a Certified Survey Map (CSM) already exists for your parcel, contact the surveyor who did the work to see if an Elevation Certificate can be prepared from his data. Existing CSM's are generally on file at Sauk County Planning and Zoning Office.