

Town of Theresa

Building Permit is Required

When do you need ***BOTH*** a permit and inspection?

- To build a new dwelling and attached structures.
- To remodel a dwelling with cost in excess of \$2,500 within a 12 month period.
- To make any structural change to a dwelling.
- To make major changes to a dwelling's mechanical systems. (Heating, Air Conditioning, Ventilating, Electrical, Plumbing, etc.)
- To build or make changes to any commercial building. [Commercial zoning, Conditional Use Permit, and state permits are also required.]

Contact Mary Kay Vogel of Kunkel Engineering Group for information on required permits and fees, and to obtain necessary forms. Phone 920-356-9447

When do you need ***ONLY*** a permit from the Town of Theresa?

- To build any new building (over 100 sq. ft. and under 960 sq. ft.) that does not require inspection. [A Conditional Use Permit is required for any building over 960 sq. ft. that is not being used for agricultural purposes.]
- To build, remodel, or repair any structure, including a dwelling, with a cost in excess of \$1,000.
- To re-side, re-roof, install new replacement windows, finish interior surfaces, or install cabinetry in a dwelling.

When is **NO** permit or inspection needed?

- To replace a furnace, central air conditioner, water heater, or any other major piece of equipment in a dwelling.

Permit applications are available at the Theresa Town Hall and from Town Officials. Contact the Town Clerk (Diane Steger 920-488-2033) or Town Chairman (Paul Christian 920-387-3174) if you have any questions.

There is NO fee charged for this permit. After submission of a building permit application, the Town Board will inspect the property and/or determine if the plans meet the criteria of the current Building Ordinance and Zoning Ordinance.

PENALTIES. A permit *must* be obtained before work can begin. Fines for noncompliance will be imposed. Forfeitures shall be not less than \$50 or more than \$500 for each day of noncompliance.

Town of Theresa
Application for Building Permit
(Permit Fee: NONE)

Name _____ Phone _____

Address _____

Type of Project (be specific, include dimensions where applicable):

Cost of Project \$ _____

Planned Starting Date _____

Estimated Completion Date _____

If the project is an unattached structure or accessory building, draw a sketch on the back of this application of the proposed placement of the structure in relation to the current structures on the site, septic system, well, road and lot lines. Include actual measurements for the distances between the proposed structure and the existing items listed. Indicate erosion control procedures to be used.

Signature of Applicant _____

Please mail completed application to: Town of Theresa
Office of the Clerk
W783 West Bend Rd.
Theresa, WI 53091

(To be completed by the Town Board)

Permit number _____

Application (approved) (denied)

Date _____

Comments/restrictions _____

Signature of Town Official