

**VILLAGE OF ELM GROVE
BUILDING BOARD SUBMITTAL CHECKLIST**

BUILDING ALTERATION

Required for all permits where a minor exterior change DOES NOT extend an existing building beyond its current footprint.

The following items **must be received at Village Hall by 4:30 PM, at least ten (10) business days prior** to the desired Building Board meeting. The Village will no longer schedule an item for Building Board unless all items are received by this deadline. Please see the *Building Board General Information Handout* for a list of meeting dates and Village contacts. Applicants are encouraged to meet with Village staff prior to submitting. Please see Elm Grove Code of Ordinances §335-88 for a complete listing of requirements.

1. Building Plan and/or Photograph

- Scaled elevations, no smaller than 1/8" = 1', of all impacted areas.
 - Scaled elevations should clearly illustrate the dimensions, location and nature of proposed alteration.
 - Specification sheets, brochures, photos and other materials may be submitted to supplement the depiction of the alteration.
- Submit fourteen (14) sets of these materials on standard, legal, or ledger paper.

2. Signed Building Permit Application

3. Signed Building Permit Addendum

4. Building Permit Fee Worksheet

***** \$80.00 represents the minimum fee for alterations. The permit fee for some alterations will be higher. Applicants will be notified of any balance due, and all balances require payment, at the time the building permit is issued.**

Notice: Permit fees doubled for work started without a permit.

Revised: March 2009

**VILLAGE OF ELM GROVE
APPLICATION PERMIT FEE WORKSHEET
BUILDING ALTERATION**

Property Address _____

Property Owner _____

Project Manager Name _____

Project Manager Phone _____

The following is due to the Village of Elm Grove **upon submission** of materials.

A) Building Board Submission Fee _____ \$25.00 _____

B) Plan Review Fee (\$55) _____ \$55.00 _____

Total due at submission (add Lines A and B) _____ \$80.00 _____

Additional Permit Fees will be due upon issuance of permit by the Building Inspector.
These fees may include, but are not limited to:

- Inspection fee (\$0.16/sq ft)
- Remodeling inspection fee (\$11/\$1000 of added value)
- Erosion control (Over 300 sq ft - \$192.50, Under 300 sq ft – \$110.00)
- Code of Conduct sign (\$40)
- Penalty for starting work without permit (double permit fee)