

**VILLAGE OF ELM GROVE
BUILDING BOARD SUBMITTAL CHECKLIST
RESIDENTIAL NEW CONSTRUCTION**

Required for all new principal structures constructed within the Village of Elm Grove.

The following items **must be received at Village Hall by 4:30 PM, at least fifteen (15) 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 materials in order to review the requirements. In addition, applicants can participate in an optional and non-binding preliminary design review of the building plans with two to three members of the Building Board prior to formal Building Board review. If interested in this option, please contact Village Zoning and Planning staff. Please see Elm Grove Code of Ordinances §335-88, §220, and §335, Article III, Zoning Districts for a complete listing of requirements.

1. Building Plan

- Scaled elevations from all sides, noting all exterior materials and colors.
- Interior floor plans.
- Submit three (3) sets of plans no smaller than 1/8" = 1'.
- Submit fourteen (14) sets of plans reduced to standard, legal, or ledger paper.

2. Parcel Survey

- Location and dimensions of proposed structure.
- Distance to **all** lot lines.
- First floor elevation at front door and garage slab.
- Yard grade at outside corners of structure.
- Location and yard grade (measured at nearest building corners) of neighboring structures.
- Location and distance of proposed well to adjacent structures and lot lines.
- Location of construction erosion control (silt fencing).
- Parcel area.
- Building footprint area (generally, 20% maximum allowed).
- Impervious surface area itemized by building, driveway, walkways, etc. (30% max. allowed).
- Submit fourteen (14) copies of this survey on standard, legal, or ledger paper.

3. Surface Water Drainage Plan

- Surface water drainage plan illustrating how additional runoff caused by the new structure will be accommodated so as to not adversely impact neighboring properties. Identify existing drainage conditions in gray-scale and proposed drainage conditions in black ink. This plan will be reviewed, and must be approved by the Village Engineer **prior to Building Board review of the new home application**. Village Engineer fees will be charged to the applicant.
- Location of sump pump **and** downspout discharge points must be indicated on the plan.
- Submit three (3) copies of this plan no smaller than 1/8" = 1'.
- Submit fourteen (14) copies of this plan reduced to standard, legal, or ledger paper.

4. Landscaping Plan (landscaping must be completed within six months after occupancy)

- Proposed landscaping with species list, number, and size.
- Submit three (3) copies no smaller than 1/8" = 1'.
- Submit fourteen (14) copies of this plan reduced to standard, legal, or ledger paper.

5. Signed Building Permit Application

6. Signed Building Permit Addendum

7. Building Permit Fee Worksheet

8. Driveway Permit Application (driveway must be completed within six months after occupancy)

9. Sewer Lateral Disturbance & Abandonment Requirements form

10. Public Way Disturbance Permit

11. Pictures of Village right-of-way adjacent to property

12. Thermal Performance Sheets (heat loss calculations)

13. Sample of materials and colors (to be brought to Building Board meeting)

Note: A demolition permit will be required if an existing structure is demolished. Please contact the Zoning and Planning Administrator for more information.

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

Revised: March 2009

**VILLAGE OF ELM GROVE
APPLICATION PERMIT FEE WORKSHEET
NEW CONSTRUCTION**

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) Minimum Permit Fee (\$55) _____ **\$55.00** _____

C) Plan Review Fee (\$0.10/square foot usable space

Square feet being added _____ x \$0.10 = _____

Total due at submission (add Lines A, B and C) _____

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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)
- Erosion control (300 sq ft and over - \$192.50, Under 300 sq ft – \$110.00)
- Code of Conduct sign (\$40)
- State seal (\$34.50)
- Occupancy Permit (\$85.00)
- Residential Electrical Permit (\$35 + \$0.04/sq ft + 10%, \$49.50 minimum)
- Residential Plumbing Permit (\$35 + \$0.04/sq ft + 10%, \$49.50 minimum)
- Residential HVAC Permit (\$35 + \$0.04/sq ft + 10%, \$49.50 minimum)
- Penalty for starting work without permit (double permit fee)