



Village of Superior,  
Douglas County Wisconsin  
PO Box 3065, 6702 Ogden Avenue,  
Superior, WI 54880  
715-392-8551-Office,  
715-395-8361- Fax

## **BUILDING PERMIT PROCEDURE**

1. Application from Village Clerk, to include owners name, contractors (construction, plumbing and electrical), address, AND,
2. Plan plot with position of building with regard to roof height and setbacks of easements or property lines. To allow for verification by the Village regarding compliance with Village ordinances. AND,
3. Erosion control on application. Listing the amount of hard surfaces to be added; such as sidewalks, patios, decks, driveways, anything graveled or paved. Areas less then 1 acre (43,560 square feet) needs to show some erosion control measures on plan, including runoff flow arrows (Ord.#42). Areas greater than 1 acre need to design an erosion control AND stormwater management plan (Ord.No 42 & 43) which would require an engineer review at owners expense.
4. **For new homes**, application for sewer hook-up permit supported by details and associated fees to the Village treasurer.
5. Request/application for any culvert installation with detailed drawings for Village approval and collection of appropriate fees as per ordinance.
6. A copy of the above application(s), permits and inspections to be presented to the building inspector authorizing him to start the UDC procedures required by him. UDC inspector to notify Village Office to verify Village approval and report intended start and completion dates.
7. On completion, Building inspector to notify Village Office when he will make his final inspection of the construction, this will allow the Village to send a representative to oversee and verify all village ordinances have been complied with; including culverts and ditches and that culvert installations was done correctly.
8. Upon completion and passing the inspection, the Village would present a certificate of occupancy to the owner allowing them to occupy the building as required by Village ordinance.



## **BASIC FEE SCHEDULE**

Accessory Structure.....	\$40.00 up to 150 sq. ft.
Accessory Structure.....	\$50.00 150-600 sq. ft.
Accessory Structure.....	\$80.00 over 600 sq. ft.
Remodel.....	\$7.00 per \$1,000 of valuation (Min. \$25.00)
Erosion Control permit.....	\$50.00 (less than 1 acre) (43,560sq ft)
Erosion Control permit.....	\$100.00 (1-5 acres)
Erosion Control permit.....	\$200.00 + costs (5+ acres)
Culvert Permit.....	\$15.00
Sewer hook-up permit.....	\$2,500.00
Razing.....	\$30.00

(Other fee's available at Clerk's office 6702 Ogden Ave)

**NOTE: BUILDING PERMIT FEES SHALL BE DOUBLED WHEN WORK IS COMMENCED  
PRIOR TO PERMIT APPROVAL**



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**BUILDING PERMIT APPLICATION**

*This is a building permit application only - not a building permit to proceed.*

Date: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ Phone # \_\_\_\_\_

**Project**  
Address: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_  
**License #** \_\_\_\_\_

Zoning: \_\_\_\_\_ **Parcel: VS-182-** \_\_\_\_\_ - \_\_\_\_\_

Lot \_\_\_\_\_ Blk \_\_\_\_\_ of \_\_\_\_\_

Building size: \_\_\_\_\_ Square feet: \_\_\_\_\_ Height to peak: \_\_\_\_\_

Foundation type: \_\_\_\_\_ Main Wall construction: \_\_\_\_\_ Type of roof: \_\_\_\_\_

Roofing Material: \_\_\_\_\_ Amount of hard surface added: \_\_\_\_\_ square feet

Culvert length: \_\_\_\_\_ Circumference: \_\_\_\_\_ Sewer Length: \_\_\_\_\_

**Estimated Project Cost: \$** \_\_\_\_\_

Description of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: BUILDING PERMIT FEES SHALL BE DOUBLED WHEN WORK IS COMMENCED PRIOR TO PERMIT APPROVAL**



IT IS HEREBY AGREED between the undersigned as Owner or Agent and the Village of Superior, that for and in consideration of the premises and of the permit to construct, erect, alter, or install as above described, to be issued and granted by the Village of Superior Building Committee, that the work thereon will be done in accordance with the description herein set forth in this statement and as more fully described in the specifications and plans herewith filed, and it is further agreed to construct, erect, alter or install in strict compliance with the ordinances of the Village of Superior, the laws of the State of Wisconsin, the State Building Code and to obey any and all lawful orders of the Building Committee of the Village of Superior.

**The Owner/Contractor will inform the Building Inspector's Office when work is started and at the completion of work – 392-8551 or 392-2695**

**FIELD VERIFICATION-LOT LINES, SET BACKS, EASEMENTS, DEDICATIONS, RESTRICTIVE COVENANTS - MEETING STATE, VILLAGE BUILDING CODES/ORDINANCES IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR PRIOR TO CONSTRUCTION. FAILURE TO DO SO HOLDS THE UNDERSIGNED ACCOUNTABLE.**

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Signature \_\_\_\_\_ Signature \_\_\_\_\_

Permit Approved at Village on: \_\_\_\_\_

by: \_\_\_\_\_ with the following conditions:

**| PLEASE SEE ATTACHED CONDITIONS AS APPROVED BY VILLAGE BOARD.**

PERMIT PAID BY: OWNER  CONTRACTOR  CASH  CHECK   
 CREDIT CARD

Date	/	/
Permit No.		