

# Village of Campbellsport Permit Requirements

(For 1 & 2 Family Dwellings)

## Converting Dwelling from Single-Family into Two-Family

**The following needs to be submitted prior to building permit issuance:**

1. Drainage plans need to be submitted and approved by the Village Director of Public Works. (May require approval from the Plan Commission and Village Board.)
2. Site plan or survey showing distance to all lot lines.
3. Construction plans.
4. Completed building permit application and fee.
5. Heat calcs.
6. Signed conditions of approval.

**If addition converts home from 1 Family into 2 Family, other fees in addition to building permit fees:**

1. \$250 Park Fee due when permit issued.
2. \$900 Water Impact Fee and \$950 Wastewater Impact Fee per Residential Equivalent User (REU).
3. There may be a cluster box fee of \$100 depending upon location.
4. House number fee – \$8 for 3 digits; \$11 for 4 digits
5. Also see attached notice from Wastewater Treatment Facility.

If curb cut is needed for work, a permit from the Village must be obtained and approved by the Village Director of Public Works. (*The required 'Street and Terrace Opening Permit' is issued and approved by the Village. A fee may be applicable.*)

**For Office Use Only:**

This page shall be retained by the Village to document when permit applicants have received and turned in any required permit forms or applications. Comments may be added in any available space on this page. Check off forms when they are both received and turned in by the applicant. Provide a second signed copy or a photocopy of this page to the applicant. *Last revision: March 2, 2006*

**(Received) (Turned In)**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | Wastewater Treatment Facility Notice   |
| <input type="checkbox"/> | <input type="checkbox"/> | WI Uniform Permit Application          |
| <input type="checkbox"/> | <input type="checkbox"/> | *Uniform Electrical Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | *Uniform Plumbing Permit Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | *Uniform HVAC Permit Application       |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditions of Approval/Erosion Con.    |
| <input type="checkbox"/> | <input type="checkbox"/> | Street and Terrace Opening Application |
| <input type="checkbox"/> |                          | Driveway Approach Construction Info.   |
| <input type="checkbox"/> |                          | Drainage Plan Requirements Info.       |
| <input type="checkbox"/> |                          | Temporary Occupancy Permit Sample      |

*\*Some forms duplicate information found on the Uniform Permit Application and may not be required.*

**Form(s) received by applicant:**

\_\_\_\_\_  
*Applicant signature* *Date*

\_\_\_\_\_  
*Village Staff signature* *Date*

**All items turned in by applicant to Village:**

\_\_\_\_\_  
*Applicant signature* *Date*

\_\_\_\_\_  
*Village Staff signature* *Date*

**Applicant phone #:** \_\_\_\_\_