



VILLAGE OF FOX POINT

7200 N Santa Monica Blvd
Fox Point, WI 53217
(414) 247-6622
www.villageoffoxpoint.com

BUILDING PERMIT APPLICATION CHECKLIST

All applications must contain one (1) complete sets of plans and specifications.

All plans must be drawn at a scale that adequately illustrates all of the required information in sufficient detail to demonstrate code compliance to the satisfaction of the Village staff reviewing the application. *Drawings that do not show all necessary detail shall be rejected.*

All applications for work proposed to the exterior of a property must be submitted to the Building Board for approval. *Please see the Building Board Checklist.*

Additions

1. Building Board Required
2. Survey
3. Open Area Calculation
4. Site Plan
5. Building Elevations
6. Footing/Foundation Plan
7. Floor Plan
8. Cross Sections
9. Structural Details
10. Truss plans/Layout
11. Tall Wall Design Calculations
12. Energy Calculations
13. Wall Bracing
14. Grading, Drainage and Erosion Control Permit
15. Fill Permit

Accessory Structures (< 100 sqft)

1. Survey – Showing the location
2. Building Elevations
3. Building Sections

Accessory Structures (≥ 100 sqft)

1. Building Board Required
2. Survey – Showing the location
3. Open Area Calculation
4. Building Elevations
5. Footing/Foundation Plan
6. Building Sections

Decks

1. Building Board Required
2. Survey – Showing the location
3. Framing Plan



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4. Footing Plan

Fences

1. Building Board, case by case basis
2. Survey – Showing the location
3. Fence Detail

Interior Remodels

1. Floor Plans
2. Structural Details

New Home Construction

1. Building Board Required
2. Survey
3. Open Area Calculation
4. Site Plan
5. Building Elevations
6. Footing/Foundation Plan
7. Floor Plan
8. Cross Sections
9. Structural Details
10. Truss plans/Layout
11. Tall Wall Design Calculations
12. Energy Calculations
13. Wall Bracing
14. Grading, Drainage and Erosion Control Permit
15. Fill Permit

Pools

1. Building Board Required
2. Survey – Showing the location
3. Pool information

Roofs

1. Building Board Required if changing roofline

Siding

1. Building Board, case by case basis

Windows/Doors

1. Building Board, case by case basis
2. Same size and style Building Board not required



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Permit Number:

OFFICE USE ONLY
Issuance Date
Zoning

BUILDING PERMIT

Job Address
Description of Work:

Building Type: Residential Commercial

Estimated Cost of Project:

Owner/Occupant

Name	Business Name
Address	City/State/Zip
Phone	Email

****Cautionary Statement required when homeowner is applying for permit****

Contractor

Company Name	Contractor Name
Address	City/State/Zip
Phone	Email
Dwelling Contractor #	Dwelling Contractor Qualifier #

Square Footage Under Construction

1 st Floor	2 nd Floor	Basement	Addition	Garage
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Permit Costs

	Rate	Amount
Project - Per \$1,000 of estimated cost	\$9.50	
Building Board	\$75.00	
Footing early start - \$210.00 one and two family; \$280.00 commercial		
Plan Review - \$250.00 one and two family; New Construction		
\$300.00 plus \$27.00/unit commercial; New Construction		
State Seal	\$65.00	
Razing, Interior Demolition	\$85.00 minimum plus	\$0.12/sqft
Moving Buildings over Public Ways	\$230.00 plus	\$0.12/sqft
Fuel Tanks - Per 1,000 gallons		\$24.00
Re-inspection		\$100.00
Work started without permit	Double Fee	

Payable to: Village of Fox Point

Total Permit Fee

****Minimum Fee \$70.00**

Applicant Signature

Rev 0619

Date

ISSUED PERMITS are available on the Village website under *PERMITS & LICENSES*