



## VILLAGE OF FOX POINT

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

## BUILDING BOARD

The Building Board meeting is typically held on the first Friday of every month starting at 7:45 a.m. Please check the website, [www.villageoffoxpoint.com](http://www.villageoffoxpoint.com) for an up to date schedule.

The application deadline is the Monday prior to the Friday meeting at noon. All applications must be complete and shall include the proper filling fee.

The following are examples of projects that must appear before the Building Board: New Construction, Additions, Exterior Improvements, Detached Garage, Decks, Sheds ( $\geq 100$  sqft), Window Replacement, New Doors, Patio Doors, and Signs.

- Three (3) Sets of drawings** to 1/4 inch scale on 24" x 36" maximum size sheets. These shall include all elevations, floor plans, foundation plan, and cross sections.  
**Elevation Drawings** shall include all proposed elevations of the building, even if changes to the elevation are not proposed. This is to ensure consistency of all elevations. In cases where a building element may be skewed from another, it may be necessary to draw more than the four primary elevations of the building to clearly explain the intent of the design. All building elevations must be fully dimensioned to indicate heights above grade for all components. If the project is a building addition or remodeling, the original structure should be clearly illustrated as new building versus existing structure. **The complete existing elevation should be shown in all cases of additions and remodeling.** All building materials must be identified and noted on each elevation drawing. This is to include, but not limited to, type and size of siding, type and size of masonry, window type size and material, roofing material, fascia, rakes, soffits, eaves, and flashing materials. It is recommended to bring material samples and colors.  
**Dimensioned floor plans** shall include all floor plans of the proposed building. Each plan must include complete dimensions, and include room names for each space. In the case of an addition, each room shall be tagged either existing or new. In the case where there is a detached garage, a separate plan, fully dimensioned, for the garage must be included
- Three (3) Sets – Color photos** that includes all elevations of existing home and any accessory structures on the property.
- Three (3) Sets – Survey** (to be less than one year old or an accurate survey showing all buildings) This document must include all property lines with distances bearings, North arrow, exact location of all existing and proposed buildings, parking areas, drives, public improvements, easements, and other key features of the site. Show distances from front, rear and side property lines.
- Site Plan** (Include a North arrow, dimensions, and proposed roof configuration) This document must include all property lines, utility and access easements, zoning setbacks, grades at one foot intervals, exact location of all existing and proposed buildings or additions including roof overhangs, all hard surfaced areas (parking areas, drives, patios, sidewalks, etc.), swimming pools, and other accessory structures.
- Open Area** calculation required for New Construction, Additions, and Accessory Structures.
- Completed Building Permit Application**
- Building Board Fee** \$75.00 Payable to the Village of Fox Point.
- IT IS MANDATORY THAT A REPRESENTATIVE IS IN ATTENDANCE.**



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**Permit Number:**

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OFFICE USE ONLY
Issuance Date
Zoning

**BUILDING PERMIT**

<b>Job Address</b>	<b>Building Type:</b> Residential - Commercial
<b>Description of Work</b>	
<b>Estimated Cost of Project \$</b>	

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 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Basement	Addition	Garage

Description	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	<b>Double Fee</b>	
	<b>Minimum Fee</b>	<b>\$70.00</b>
Payable to: Village of Fox Point	<b>Total Permit Fee</b>	<b>\$</b>

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Rev 0619

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