

TOWN OF FRANKLIN ADMINISTRATIVE PERMIT FEE SCHEDULE

12.05 Administrative Permit

Any construction that increases the square footage of any structure within the boundaries of the Town of Franklin, Jackson County, Wisconsin shall require a **Town of Franklin Administrative Permit Application** and **copy of the Land Use Permit provided by Jackson County Zoning**. This must be submitted to the Town Clerk, along with a Town of Franklin Administrative Permit fee, prior to commencement of such construction. The Town of Franklin Administrative Permit fee shall be as set forth below. Following the issuance of the Administrative Permit, a building permit is also required. **You must contact Adam Pillard at (608) 697-7774 or apillard@generalengineering.net to obtain your Building Permit and schedule inspections.**

Est. Construction Cost	Fee	Permit Required
\$ - - \$ 1,999.00	\$ -	No
\$ 2,000.00 - \$ 9,999.00	\$ -	Yes
\$ 10,000.00 - \$ 200,000.00	\$ 50.00	Yes
\$ 200,001.00 - +	\$ 100.00	Yes

Applicants or their agents shall be required to submit the Administrative Application, a building plot plan, and a detailed erosion control plan, if applicable, along with the permit fee to the Town Clerk at least one (1) week prior to the date of the regular monthly Town Board meeting which is held the 2nd Wednesday of each month at 7:00 PM to ensure adequate time for the plans to be reviewed and for the item to be placed on the meeting agenda for approval/denial. If both new construction and remodeling are undertaken at the same time, only a construction permit and fee, if applicable, are required. The Administrative Permit shall be in force for a period of one (1) year from the date of issue.

The Board may deny the issuance of an Administrative Permit if the health, safety, and general welfare of the citizens of the Town of Franklin will be adversely affected. The fee will be refunded if the Administrative Permit is denied. If plans are denied, the process begins anew, and a new fee will be charged.

12.06 Exterior Remodeling Permit

Any exterior remodeling of a structure within the boundaries of the Town of Franklin, Jackson County, Wisconsin shall require a Town of Franklin Administrative Permit application must be submitted to the Town Clerk prior to the commencement of such exterior remodeling. If both new construction and remodeling are undertaken at the same time, only a construction permit and fee, if applicable, are required. For the purpose of this Chapter, exterior remodeling shall be defined as improvements made to a structure that do not increase the square footage of the structure, and shall include, but not be limited to new siding, new doors and windows, new roofing, new soffit and fascia and new gutters. The Town of Franklin Administrative Permit – Remodeling fee for exterior remodeling shall be as set forth below:

Est. Remodeling Cost	Fee	Permit Required
\$ 25,000.00 - +	\$ -	Yes

Overview:

Step 1- Contact Jackson County Zoning Department for applicable Land Use Permit, Sanitary Permit, etc.

Step 2- Complete and submit Town of Franklin Administrative Permit to include providing a copy of Jackson County Permits

Step 3- Contact Adam Pillard with General Engineering for Building Permit and scheduling of any required inspections

**TOWN OF FRANKLIN
ADMINISTRATIVE PERMIT APPLICATION**

(Also to be used for remodeling)

Applicant Name: _____

Applicant Address: _____

Date: _____ Phone: _____

Property Owner's Name: _____

Address for proposed construction/remodeling: _____

Section: _____ Town: _____ Range: _____ Quarter/Quarter: _____

The property will access on STH: CTH: Town Road: _____

Driveway Permit Required? Yes _____ No _____ **Has Sanitary Permit been obtained? Yes _____ No _____ NA _____

Proposed use of property: _____

Proposed use of structure: _____

Will structure be used for human habitation? Yes _____ No _____ Permanently _____ Temporarily _____

How long will it be used for human habitation? _____ Why? _____

Specify erosion control procedures to be utilized: _____

Note 1: Submit Administrative Permit Application, a plot plan, and erosion control plan, along with Administrative Permit fee, if applicable, to the Town Clerk at least one (1) week prior to the Town Board meeting date. Regular Town Board meetings are held the second Wednesday of every month at 7pm.

Total Estimated Construction Cost: _____

Fee Schedule – see page 1

Total Estimated Remodeling Cost: _____

Applicant Signature: _____

Note 2: A Building Permit is required in addition to the Town of Franklin Administrative Permit. Please Contact Adam Pillard at (608) 697-7774 or apillard@generalengineering.com to obtain your Building Permit and schedule inspections. Construction in the Town of Franklin must comply with the regulations contained in the Wisconsin Uniform Dwelling Code. Structures must be inspected during construction. The Town has contracted with General Engineering Company to do such inspections. Please also be aware the Building Permit and inspections are the financial responsibility of the builder/homeowner.

Town of Franklin Administrative Permit Application

TO BE COMPLETED BY THE TOWN BOARD

The above Administrative Permit has been APPROVED / DENIED by the Town of Franklin Town Board

on the _____ day of _____, _____.

If contingent, list contingencies here:

The Administrative Permit is valid for one (1) year from the date of issue.

TOWN OF FRANKLIN, JACKSON COUNTY, WISCONSIN

_____ CHAIRMAN

_____ SUPERVISOR

_____ SUPERVISOR

Fee: _____

Date Paid: _____

****STATE STATUE 145.195 – Building on Unsewered Property**

145.195 (1) No county, city, town or village may issue a building permit for construction of any structure requiring connection to a private domestic sewage treatment and disposal system unless a system satisfying all applicable regulations already exists to serve the proposed structure or all permits necessary to install such a system have been obtained.

(2) Before issuing a building permit for construction of any structure on property not served by a municipal sewage treatment plant, the county, city, town or village shall determine that the proposed construction does not interfere with a functioning private domestic sewage treatment and disposal system. The county, city, town, or village may require building permit applicants to submit a detailed plan of the owner’s existing private domestic sewage treatment and disposal system.

History: 1977 c. 258; 1999a. 150s. 87; Stats. 1999s. 145.195

NOTE: Chapter 258, laws of 1977, which created this section, contains a prefatory note. An onsite inspection of an existing private sewage system must be made before a building permit may be issued for any type of construction requiring a connection to that system. 75 Atty. Gen. 38.

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