



www.town.verona.wi.us

**Inspections Call – (608)209-3907*

Return completed forms to:

TOWN OF VERONA
335 N. NINE MOUND RD
VERONA, WI 53593
Contact Tel: (608) 845-7187

APPLICANT CHECKLIST – TO ALL PERSONS APPLYING FOR BUILDING PERMITS

OFFICE HOURS AT THE TOWN HALL: (Mo. – Fri.) 8:00am –2:00pm.

To Call for Inspections: (608) 209-3907 (Mo. – Fri.) 8:00am –4:00pm.

Building Inspector Office Hours: (608) 209-3907 Richard H. Steele - **Monday** (9:00am – 11:00am)

The Town of Verona DOES NOT ISSUE “EARLY START” PERMITS - ALL FORMS MUST BE COMPLETED AND FEES PAID BEFORE A BUILDING PERMIT IS CONSIDERED “ISSUED”.

Make application for a **Driveway Permit.** No person or entity shall establish, construct, improve, modify, or rework a driveway from a private property line to a public roadway without first filing a driveway application form and receiving a permit from the Town Board.

- The completed application along with a scale drawing and an approved copy of a Dane County erosion control plan shall be forwarded to the town's engineer and Verona Fire Dept for review. The Town Engineer shall recommend approval or denial to the Town Board stating reasons for recommending denial.
- Driveway applications must be submitted to the Town Board for approval at the next Town Board meeting which is held the first Tuesday of the month. (Please call for exact date.)
- The completed Driveway Application form shall be filed with the Town Clerk/Treasurer **along with the required nonrefundable \$100.00 application fee, applicable escrow deposit, driveway construction drawing and an approved copy of a Dane County erosion control plan**, which includes the drive or a copy of an approved erosion control plan for 1 & 2 family dwelling construction site plan.
- **Note:** The Town of Verona **cannot** issue a building permit without an approved driveway construction permit.

Make application for a **Dane County Zoning Permit.** All applications for a zoning building permit **must be made in person** to room 116, City County Building, 210 Martin Luther King, Jr. Blvd, between the hours of 8:00am and 4:00pm M-F, phone 266-4266. (Permits issued same day of application. Allow at least 1 hour for the process.)

◆ **Items Needed** ◆

- **Parcel #** 062-0608-XXX-XXXX-X
- A **legal description** of the land is required either by a metes and **Tax** bounds description, a CSM number or a lot in a subdivision. A review of all metes and bounds descriptions of land will be made to determine if the provisions of Chapter 75, Dane County Subdivision Ordinance have been met.
- **Culvert or access permits** from the appropriate highway authority, if applicable, shall be included with an application for a zoning permit.
- A **plot plan** must be drawn to scale showing the lot lines and lot dimensions, and the location and size of all existing and proposed buildings or additions thereto and their distances from lot lines. If the lot is

not served by public sewer, the location and size of the on-site sewage disposal system and the location of the well shall be shown on the plan.

- A copy of the **floor plan** will be kept in the Zoning Department files.
- Provide an **estimation of the cost** which includes the structure and mechanicals.
- If the proposed building cannot be located on the property in compliance with current zoning regulations, a variance or rezone must be obtained from Dane County Zoning. The variance process usually requires 30 days, rezones require 90 days.

If proposed construction is on property located in a Town of Verona Utility District, make application to district for a permit to hook-up to public sewer services. For on-site private **Septic** contact Dane County Environmental Health at 242-6515 or a state licensed plumber for information.

Make application for a **Town of Verona Building Permit** between the office hours 8:00am – 2:00pm, Mon. – Fri. The town office is located at 335 N. Nine Mound Rd. Verona WI. 53593-1035

◆ **Items Needed** ◆

1. Approved **Driveway Construction Permit**.
2. Copy of **Dane County Zoning Permit** – The issuance of most building permits must be preceded by the issuance of a Dane County Zoning permit.
3. **Sanitary District Permit #** (if applicable).
4. Complete the **Wisconsin Uniform Building Permit**
5. Separate permits are required for Building, Plumbing, Electric, Temporary Electric, HVAC, Erosion, Decks and Swimming Pools.
6. Complete an energy (**Heat Loss Calculation**) worksheet. It is recommended that the Energy worksheet be completed by the person doing the heating and ventilating in the building.
7. **Electric License Required.** Electrician must be licensed in the Town of Verona. A \$25.00 annual, (\$15.00 renewal) license fee and copy of your electrician’s state masters electrical certification needs to be on file before the permit can be issued.
8. Complete the **Erosion Control** plan.
9. Permit to travel **Posted Roads** (if applicable).
10. **Two copies of plans.** (One will be returned approved.)
11. **Plot Plan** – Survey of property to include locations of the following;

Lot Lines	Existing Buildings	New Construction
Well	Septic	Proposed Additions
Driveway	Road	

Pay Building Permit Fee when permit is picked up. The Town of Verona Building Code Ordinance allows up to three **(3) business days for plan approval.**

- Zoning permit fees are paid to Dane County Zoning.
- Construction costs include labor and materials.
- The Building Inspector is responsible for estimating construction costs utilizing information provided by the applicant. (All fees for new construction are based on square footage which shall include the living area, basement, decks and garage.)
- All fees are rounded to the nearest dollar.
- **Failure to obtain a building permit and/or pay fees prior to commencing work will result in double the fees.**

(R.05/08)