

TOWN OF ROME

**1156 Alpine Drive
Nekoosa, WI. 54457**

REVISED 7-26-22

TO CONTACT BUILDING INSPECTOR DAN HANSEN:

- Call 715-347-7866 or e-mail owendanhansen@gmail.com

TO CONTACT ZONING ADMINISTRATOR EMILY ZEDDIES:

- Call 715-325-8019, e-mail zeddies@romewi.com or stop in at the Town Municipal Building between the hours of 8:00am to 4:00pm, Monday - Friday

PERMITS ARE REQUIRED FOR THE FOLLOWING:

- All new 1 and 2 family dwellings
- Commercial buildings
- Accessory Structures
- Additions that increase the physical dimensions of a building
- Alterations to the building structure
- Alterations to the building's heating, electrical or plumbing systems
- All electrical wiring (new or remodeling)
- All HVAC (new, remodeling or replacement equipment)
- All plumbing (new or remodeling)
- Agricultural buildings (zoning only)

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- Re-siding
- Re-roofing unless a third layer of roofing material is added
- Finishing interior surfaces – contact building inspector to confirm need for permit
- Installation of cabinetry – contact building inspector to confirm need for permit
- Repairs deemed minor by Building Inspector
- Normal repairs to HVAC and plumbing
- Repairs to electrical equipment or systems (e.g. switches, receptacles or fixtures)

If uncertain, call the Building Inspector or the Zoning Administrator.

TO OBTAIN AN APPLICATION:

- Pick up forms at the Town Municipal Building.
- Print forms from the Town website at romewi.com, click on Departments, then Zoning and Building.
- Please see the attached list of information required to obtain building permits.
- Refer to fee schedule for permit fee amounts.

RETURNING COMPLETED APPLICATIONS/SUBMITTING PLANS:

- Applications may be dropped off at or mailed to: Town of Rome
1156 Alpine drive
Nekoosa, WI 54457

See Back for Project Specific Information

What is Needed for Your Project?

NEW 1 & 2 FAMILY DWELLING:

- DSPS Uniform Building Permit application go to the State website:
https://esla.wi.gov/apex/customer_portal_intro_page
- Township Building Permit Application
- Township Zoning Permit Application
- Adams County sanitary permit
- 2 sets of building plans drawn to scale with elevations (one set being 8x11 or a PDF)
- Site plan of the land showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Thermal performance sheets (heat loss calculations) Res Check Software also accepted
- Wall bracing detail plan
- Erosion Control Plan worksheet and plot plan
- Adams county shoreland protection district permit (if applicable)
- Driveway permit application (if applicable)
- Property Owners Association approval (if applicable)

ADDITIONS, ALTERATIONS & ACCESSORY STRUCTURES

- Uniform Building Permit Application
- Township Zoning Permit Application
- 1 sets of building plans drawn to scale with elevations
- Site plan of the land showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Erosion Control Plan shown on site plan for additions only
- Adams County sanitary permit (if applicable)
- Adams county shoreland protection district permit application (if applicable)
- Driveway permit application (if applicable)
- Property Owners Association approval (if applicable)

SHEDS UP TO AND INCLUDING 150 SQ. FT.

- Township Zoning Permit Application
- 1 set of building plans
- Site plan showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Adams county shoreland protection district permit application (if applicable)
- Driveway permit application (if applicable)
- Property Owners Association approval (if applicable)

COMMERCIAL:

- Uniform Building Permit Application
- Township Zoning Permit Application
- Comply with the standards found in ordinance sections 10.23 and/or 10.14
- 2 State approved building plans and specifications as needed per SPS 360.12
- Site plan showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Adams County sanitary permit (if applicable)
- Adams county shoreland protection district permit application (if applicable)
- Driveway permit application (if applicable)