DO I NEED A PERMIT?

the City of MUSKEGO

ANSWERS TO THE MOST COMMONLY ASKED QUESTIONS ABOUT THE PERMIT PROCESS

What is a building permit and why is it required?
A building permit is a document that grants legal permission to begin construction of a building project. It also represents a contractual agreement between the homeowner and the city that all work performed will meet or exceed the minimum standards established by the City of Muskego's Municipal Code and the State of Wisconsin's Administrative code. A building permit is required in order to ensure these standards are met in order to protect the health, safety and welfare of the public.

What construction projects require building permits?
Generally, a building permit is required for new construction, additions, alterations and structural repairs of a building or structure. Electrical, mechanical and plumbing permits may also be required.

What do I need to apply for a building permit?
In order to apply for a building permit, you will need to submit a completed application form, three copies of the construction plans (printed to 1'=1/4" scale). Plans should show existing use and proposed use with detailed floor plan and elevation of all work being performed. Also required are three (3) copies of the land survey with the proposed structure drawn on each copy. When your permit is issued, one copy of your plans and land survey will be returned to you.

Why do I need a survey and how can I obtain one?
Surveys are required to ensure that your project complies with current zoning codes. Also, the area of a lot that may be built upon varies by address as do building setback/offset requirements. Contact the Planning Division for setback/offset info at 262-679-4136.

Oftentimes, the city may have a copy of your survey on file. If not, check your records. Some homeowners may have previously acquired this document in conjunction with the home purchase. Otherwise, the services of a Professional Land Surveyor should be obtained.

How long does it take to get a permit?
That depends. Assuming at application, all requirements are submitted and the inspector has all the information needed

to conduct a plan review, a permit is usually ready for pickup within 10 working days. Our office will contact the applicant when the permit is ready for issue and what fees are due.

What if my contractor did not take out a permit?
Ultimately, it is the responsibility of the homeowner that all required permit(s) be obtained for a project. If the work does not comply with code requirements, costly repairs may be required. Work that cannot be made to comply will require removal. The cost of a permit may be tripled and/or legal action may be initiated to ensure compliance. Ask your contractor for a copy of the permit.

How much will a building permit cost?
The minimum fee for a permit is $70.00. Total fees are calculated based on the cost of a project or square footage, plus plan reviews. Plan reviews add another $60-$75+ depending on the scope of the project.

Examples of other projects that do require a building permit:
- Finishing previously unfinished spaces such as basements or attics
- Wood stoves or fireplaces
- Above-ground pools, in-ground pools and spas
- Decks
- Storage sheds
- Attached or detached garages
- Demolition/razing or moving any building
- Re-Siding, re-roofing and foundation repairs

IMPORTANT NOTE: Although a building permit may not be required, it is still necessary to comply with the building codes.

Example of projects that normally do not require a building permit (if in doubt, please call our office):
- Replacement of doors when the opening is not altered
- Replacement of windows when the opening is not altered and the style is exactly the same
- Patching, painting and decorating
- Installation of cabinets, shelves and countertops

Do I need a permit for a dumpster?
No, but if you need to place a dumpster on a roadway, then you would need to talk with Public Works staff to see if this is possible. They can be reached at 262-679-4128.

Safety Tip:
If your project involves excavation give Diggers Hotline a call at 811.

Questions?
Please contact the Building Department at 262-679-4145.

The City code is available online at: www.muskego.wi.gov
The State Code is also available for reference online at: https://dsps.wi.gov/Pages/Programs/UDC/Default.aspx

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This brochure is for informational purposes only and if there are any questions please reach out to staff.