

PO Box 159
242 Fredonia Avenue
Fredonia, WI 53021
Phone: 262-692-9125
Fax: 262-692-2883



Administrator: Christophe Jenkins
admin@fredoniawi.gov

Clerk: Michelle T. Johnson
clerk@fredoniawi.gov

Commercial Inspector: Roger Kison
(262)375-1349

Residential Inspector: John Derler
(262) 692-2039

Commercial/Industrial New Building Checklist

The following items must be received at Village Hall by 4:00 PM, at least fifteen (15) business days prior to the desired Planning Commission meeting. The Village will not schedule an item for Planning Commission unless all items are received by this deadline. Applicants are encouraged to meet with Village staff prior to submitting materials in order to review the requirements.

Please see Village of Fredonia Code of Ordinances for a complete listing of requirements. We recommend the applicant or a representative of the applicant attend the Planning Commission meeting to present the plans and respond to questions from the Commission. If no one is present to speak on behalf of an agenda item, board action may be deferred until the next regularly scheduled meeting.

Please submit 10 color copies and one digital file of the following materials:

- ☐ **Building Plan:**
 - Include scaled elevation from all sides, noting all exterior materials and colors
- ☐ **Site Survey:**
 - Location and dimensions of proposed structure
 - Distance to all lot lines
 - Location of driveways
 - Location of dumpsters/pad
- ☐ **Grading Map**
- ☐ **Erosion Control Plan (Village Ordinance Chapter 266)**
- ☐ **Driveway Permit (Village Ordinance Chapter 241)**
- ☐ **Landscape Plan:**
 - Landscaping must be completed within 3 months of occupancy
 - Include proposed landscaping with species list, number and size

Submit materials for Planning
Commission Meeting (See Checklist
and Code of Ordinances for details)



Commercial Inspectors, Zoning
Administrator, and Director of Public
Works review submitted plans.



Village Planning Commission reviews
plans and makes a ruling.



Plans approved by State (if applicable).
Please provide the Village with TWO
(2) sets of State-Approved plans.



Commercial Inspectors and Director of
Public Works issue permits.



Work begins.



Erosion Control Permit Application

Eric Paulus, Director of Public Works
242 Fredonia Ave
Fredonia, Wisconsin 53021
(262) 483-0275
dpwdirector@fredoniawi.gov
<https://www.fredoniawi.gov/>

Date Received	
Permit Number	
Total Fee	
Final Inspection	

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	

Individual Responsible for Erosion Control ☐ Check if owner is responsible

Name	
Address	
Phone Number	
Email	
License/Certification Number	

Project Information

Gross Aggregate Area (Sq. Ft.)	
Provide one of the following:	
<input type="checkbox"/> Control Plan Checklist (less than one acre)	
<input type="checkbox"/> Erosion and Sediment Control Plan (one acre or greater)	

Erosion Control Fees:

- One and Two Family lots: \$150.00/lot
- Multifamily lots: \$300.00 per building + \$5.00 /1,000 square feet
- Commercial, Industrial, and Institutional lots: \$300.00 per building + \$5.00/1,000 square feet

Read Carefully:

I have read and understand Chapter 266 of the Village of Fredonia's Code of Ordinances regarding Erosion Control and I shall implement the control plan for this project as approved by the Village.

I further grant right-of-entry onto this property, as described above, to the Village of Fredonia for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

Applicant Signature:		Date:	
Village Rep Signature:		Date:	

Erosion Control Plan Statement and Checklist
For Land Disturbing Activities Covering Less Than One Acre

Type of Erosion Control Device:

- ☐ Straw Bales
- ☐ Silt Fence
- ☐ None Needed
- ☐ Other

Location of Earth Stockpiles Around Structure When Facing From Street:

- ☐ Front
- ☐ Rear
- ☐ Left Side
- ☐ Right Side

Location of Erosion Control Device Along Lot Lines When Facing From Street:

- ☐ Front
- ☐ Rear
- ☐ Left Side
- ☐ Right Side
- ☐ None Needed

Proposed Development Schedule (Provide Dates):

	From	To
Excavation		
Preliminary Backfilling		
Final Grading		
Ground Cover		

Provide a simple sketch of site and location of controls.



Driveway/ Sidewalk/ Curb Cut Permit

Application

Eric Paulus, Director of Public Works
242 Fredonia Ave
Fredonia, Wisconsin 53021
dpwdirector@fredoniawi.gov
(262) 483-0275
<https://www.fredoniawi.gov/>

Date Received	
Permit Number	
Total Fee	
Final Inspection	

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	

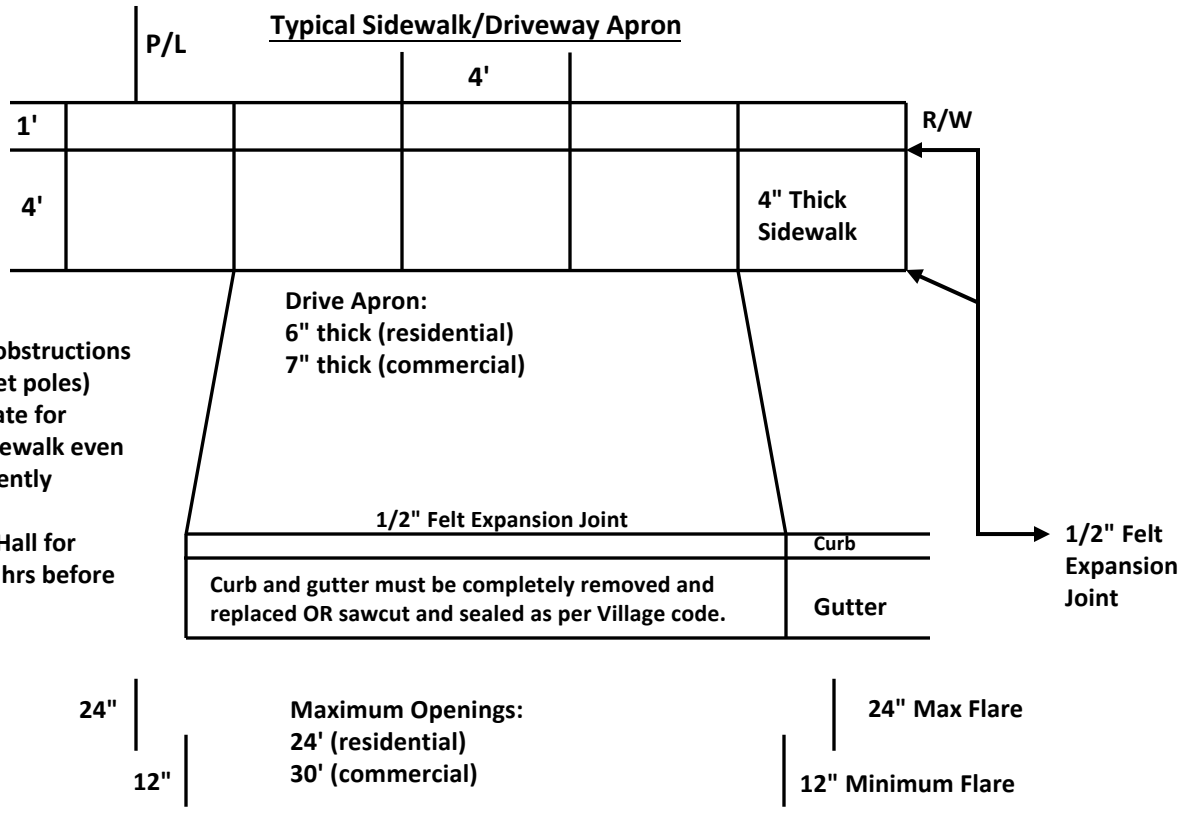
Contractor's Information

☐ Check if owner is contractor

Contractor's Name	
Address	
Phone Number	
Email	
License/Certification Number	

Project Information

<input type="radio"/> Curb Cut (\$35.00)	<input type="radio"/> Drive Way (\$35.00)	<input type="radio"/> Sidewalk (No Charge)
Location of Curb Stop		



- 3' Minimum from all obstructions (ex. fire hydrant, street poles)
- You must accommodate for grade and pitch of sidewalk even if sidewalk is not currently required.
- You must call Village Hall for inspection at least 24 hrs before pouring concrete.

Applicant Signature:		Date:	
Village Rep Signature:		Date:	



Commercial Building Permit Application

Roger Kison, Commercial Building Inspector
(262) 375-1349
242 Fredonia Ave
PO Box 159
Fredonia, Wisconsin 53021
(262) 692-9125
<https://www.fredoniawi.gov/>

Date Received	
Permit Number	
Total Fee	
Planning Commission Approval	Final Inspection

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	
Email	

Contractor's Information

Contractor's Name	
Address	
Phone Number/ Email	
Cost of Project	
License/Certification Number	

Project Type

Types of Buildings	Other Units	Miscellaneous
Local Business, Office Buildings, or Additions Manufacturing, Institutional, or Industrial Apartments or Multi-Family Local Business, Office Buildings, or Additions Alterations Manufacturing, Institutional, or Industrial Alterations Apartments or Multi-Family Alterations	Signs Sidewalk & Driveway House Numbers Roofing Plan Review Plan Review: Commercial new construction Plan Review: Commercial alterations Property Record Maintenance Park Fee	Demolition/ Razing Erosion Control Industrial and Commercial Water/ Sewer Hookup Occupancy Permit-Final Special inspections, Letters & Reports Re-Inspection Resubmission or Previously Approved Plan Failure to Obtain Permit Failure to Call For Required Inspections Work Not Ready For Inspection Planning Commission Approval

Cautionary Statement to Owner Obtaining Permit

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the WI State Commercial Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.101.654(2)(a), the following consequences might occur: (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by a negligence of the contractor that occurs in connection with the work performed under the building permit. (b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the WI State Commercial Code or an ordinance enacted under sub.(1)(a) because of any bodily injury or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit. It is hereby agreed between the undersigned and the Village of Fredonia that all work performed as herein described, according to the plans and specifications herewith presented, shall be completed in strict compliance with the ordinances of the Village of Fredonia and all the laws of the State of Wisconsin. By signing this permit application, it is understood that a contract exists between the owner and the Village of Fredonia and guarantees the right to enter for the required inspections and investigations. Applicant is obligated to ensure final inspection is made.

Applicant Signature:		Date:	
Village Rep Signature:		Date:	



Commercial Building Permit Fee Schedule

Minimum fee for all permits: \$50.00

Local business, office buildings, or additions	\$.35/sq. ft.
Manufacturing, institutional, or industrial	\$.25/sq. ft.
Apartments or multi-family	\$.30/sq. ft.
Local business, office buildings, or additions alterations	\$.25/sq. ft.
Manufacturing, industrial, institutional alterations	\$.15/sq. ft.
Apartment or multi-family alterations	\$.25/sq. ft.
Roofing	\$100.00
Plan review: commercial new construction	\$300.00
Plan review: commercial alterations	\$175.00
Early start permit- footings and foundations only	\$225.00
Occupancy Permits-Final-Alteration	\$100.00
Industrial and commercial sewer/water hook up	\$2,000 based on average 15,000 gallons quarterly use and domestic strength discharge. Any additional higher rates will be prorated accordingly.
Erosion control	<ul style="list-style-type: none"> • Multi-family lots: \$300 + \$5.00 per sq. ft. of lot • Commercial, industrial & institutional lots: \$300.00 + \$5.00/ 1,000 sq. ft. of lot • Subdivision development: \$300.00 + \$5.00/lot • Planned unit development: \$300.00 + \$5.00/ acre • Other: \$50.00 minimum
Resubmission of previously approved plan	\$50.00
Special inspections, letters & reports	\$100.00
Park fee for each commercial/ industrial unit	\$1,500.00
Property record maintenance fee	<ul style="list-style-type: none"> • New: \$400.00 • Additions: \$165.00 • Alterations: \$110.00 • Accessory Structures: \$50.00 • Swimming pools/ Fireplace: \$20.00 • Other: \$30.00 • Demolition: \$15.00
Demolition/ Razing permit	\$200.00
Signs	\$8.00 per \$1,000.00 value, \$50.00 minimum
House numbers	\$10.00
Re-inspections	\$100.00 per inspection
Failure to obtain permit before work commences	<ul style="list-style-type: none"> • First offence: Double fees • Second offence: Triple fees
Failure to call for required inspection(s)	\$100.00
Work not ready at time of scheduled inspection	\$100.00



Commercial Electrical Permit Application

242 Fredonia Ave
PO Box 159
Fredonia, Wisconsin 53021
(262) 692-9125
<https://www.fredoniawi.gov/>

Date Received			
Permit Number			
Total Fee			
Planning Commission Approval		Final Inspection	

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	
Email	

Contractor's Information

Contractor's Name	
Address	
Phone Number/ Email	
Cost of Project	
License/Certification Number	

Project Type

Outlets/Switches/Light Openings Fixtures Fluorescent- per tube Dimmers Outdoor Post Light/Circuit Range Disposal Dishwasher Dryer Water Heater Furnace/Boiler/Etc. Heating Devices Space Heater-Per Circuit Air Exchanger/ Humidifier/ Cleaner Refrigeration/AC/ or same up to 3 tons Additions over 3 tons Temporary Service-Maximum 90 days Feeders/Sub-Feeders/Panel/Disconnect Swimming Pools Studded Lights. Fuel Pumps	Service: 1-100 amp 101-200 amp Over 200 Power Receptacles 230V 1-30 amps 31+ amps Fans Motors over ¼ h.p Low Voltage Devices Wireways, Busways, Gutters Generators, Transformers, Rectifiers Strip Lighting, Plug-in, etc Stage Pockets, Spot Lights etc. Solar Panels Signs Arc, Search & Flood Lights Reinspection Work started prior to obtaining permit Failure to call for required inspections Work not ready for scheduled inspections
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Cautionary Statement to Owner Obtaining Building Permit

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.101.654(2)(a), the following consequences might occur: (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by a negligence of the contractor that occurs in connection with the work performed under the building permit. (b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under sub.(1)(a) because of any bodily injury or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit. It is hereby agreed between the undersigned and the Village of Fredonia that all work performed as herein described, according to the plans and specifications herewith presented, shall be completed in strict compliance with the ordinances of the Village of Fredonia and all the laws of the State of Wisconsin. By signing this permit application, it is understood that a contract exists between the owner and the Village of Fredonia and guarantees the right to enter for the required inspections and investigations. Applicant is obligated to ensure final inspection is made.

Applicant Signature:		Date:	
Village Rep Signature:		Date:	



Commercial Electrical Permit Fees

Minimum Fee for all permits \$50.00

Outlets/ Switches/Light Openings	\$.75
Fixtures	\$.75
Fluorescent- per tube	\$.50
Dimmers	\$2.00
Outdoor Post Light/ Circuit	\$2.00
Range	\$7.00
Disposal	\$5.00
Dishwasher	\$5.00
Dryer	\$6.00
Water Heater	\$6.00
Furnace/ Boiler/etc.	\$10.00
Heating Devices	\$5.00
Space Heater- per circuit	\$2.00
Air Exchanger/ Humidifier/ Cleaner	\$3.00
Refrigeration/Air Conditioner/ or same up to 3 tons	\$10.00
Additions over 3 tons	\$.50
Feeders/Sub-feeders/Panel/Disconnect	\$7.50
Temporary Service- Maximum 90 Days	\$15.00
Service	<ul style="list-style-type: none"> • 1-100 amp: \$50.00 • 101-200 amp: \$50.00 • Over 200 amp: additional \$10.00/100 amp
Swimming Pools	\$20.00
Studded Lights	\$.10/outlet
Motors over ¼ h.p.	\$.50/h.p.
Fuel Pumps- Per Product Dispensed	\$7.50
Power Receptacles 230V	<ul style="list-style-type: none"> • 1-30 amps: \$5.00 • Over 31 amps: \$7.50
Fans	\$1.50
Low Voltage Devices	\$1.00/device
Wireways, Busways, Gutters	\$.50/ft
Generators, Transformers, Rectifiers	\$10.00
Strip Lighting, Plug-In, etc.	\$.10/ft
Stage Pockets, Spot Lights etc.	\$5.00
Solar Panels	\$5.00
Signs	<ul style="list-style-type: none"> • \$.50 per socket • \$4.00 per transformer • \$20.00 minimum
Arc, Search & Floodlights	\$3.00
Re-inspections	\$100.00 per inspection
Work started prior to obtaining permit	<ul style="list-style-type: none"> • First offence: Double fee • Second offense: Triple Fee
Failure to call for required inspections	\$100.00
Work not ready for scheduled inspections	\$100.00



Commercial HVAC Permit Application

Roger Kison, Commercial Building Inspector
(262) 375-1349
242 Fredonia Ave
PO Box 159
Fredonia, Wisconsin 53021
(262) 692-9125
<https://www.fredoniawi.gov/>

Date Received			
Permit Number			
Total Fee			
Plan Com Approval		Final Inspection	

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	
Email	

Contractor's Information

Contractor's Name	
Address	
Phone Number/ Email	
Cost of Project	
License/Certification Number	

Project Type	Units	Miscellaneous
New Additional Replacement Alteration Other	Commercial/Industrial Exhaust Hoods & Exhaust Fans Heating/ Wood Burning Appliances Air Conditioning Heat Pump Boiler HVAC Unit Distribution Systems	Re-Inspection Failure to Obtain Permit Failure to Call For Required Inspections Work Not Ready For Inspection Planning Commission

Cautionary Statement to Owner Obtaining Permit

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Applicant Signature:		Date:	
Village Rep Signature:		Date:	



Commercial HVAC Permit Fee Schedule

Minimum fee for all permits: \$50.00

Commercial/ industrial exhaust hoods & exhaust systems	\$175.00 per unit
HVAC unit distribution system	\$2.00/ 100 sq. ft. of area, \$50.00 minimum
Heating & Wood Burning Appliances	\$50.00/unit up to & including 150,000 input BTU units
Air Conditioning	\$50.00/unit up to 3 tons or 36,000 BTU's. Additional fee of \$16.00/each or 12,000 BTU's or a fraction thereof. \$75.00 maximum/unit.
Resubmission of previously approved plan	\$50.00
Re-inspections	\$100.00 per inspection
Failure to obtain permit before work commences	<ul style="list-style-type: none"> • First offence: Double fees • Second offence: Triple fees
Failure to call for required inspection(s)	\$100.00
Work not ready at time of scheduled inspection	\$100.00



Commercial Plumbing Permit

Application

Roger Kison, Commercial Building Inspector
(262) 375-1349
242 Fredonia Ave
PO Box 159
Fredonia, Wisconsin 53021
(262) 692-9125
<https://www.fredoniawi.gov/>

Date Received			
Permit Number			
Total Fee			
Plan Com Approval		Final Inspection	

Owner's Information

Owner's Name	
Site Address	
City, State, Zip Code	
Phone Number	
Email	

Contractor's Information

Contractor's Name	
Address	
Phone Number/ Email	
Cost of Project	
License/Certification Number	

Project Type

Water Closet Bath Tub Wash Basin Sinks Laundry Trays Floor Drains Urinals Shower Water Fountain Bar Waste Hose Bibs, BFP Dishwasher Disposal Sump Pump Water Softener Machine Waste	Water Heater Automatic Washer Connection Water Filter Inside Sewer/Building Drains Inside Sewer/Building Drains/Underfloor over 100ft Water Service First 100ft Water Service over 100ft Sprinkler System Future Fixtures (stub-in) Sewerage Ejector Manhole/Trench Drain/Catch Basin Repairs/ Re-inspections Work Started Prior to Obtaining Permit Work Not Ready for Inspection Failure to Call for Required Inspections Sewer/Water Hookup Planning Commission
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Cautionary Statement to Owner Obtaining Permit

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Applicant Signature:		Date:	
Village Rep Signature:		Date:	



Commercial Plumbing Permit Fee Schedule

Minimum fee for all permits: \$50.00

Water Closet	\$10.00
Bath Tub	\$10.00
Wash Basin	\$10.00
Sinks	\$10.00
Laundry Trays	\$10.00
Floor Drains	\$10.00
Urinals	\$10.00
Shower	\$10.00
Water Fountain	\$10.00
Bar Waste	\$10.00
Hose Bibs, B.F.P.	\$10.00
Dish Washer	\$10.00
Disposal	\$10.00
Sump Pump	\$10.00
Water Softener	\$10.00
Machine Waste	\$10.00
Water Heater	\$10.00
Automatic Washer Connection	\$10.00
Water Filter	\$10.00
Future Fixtures (Stub In)	\$10.00
Sewerage Ejector	\$10.00
Manhole/Trench Drain/Catch Basin	\$10.00
Inside Sewer/Building Drains	\$50.00
Inside Sewer/Building Drains/Underfloor over 100ft	\$50.00
Water Service first 100ft	\$30.00
Water Service over 100ft	\$.30 per ft
Sprinkler System	\$100.00
Re-inspections	\$100.00 per inspection
Failure to obtain permit before work commences	<ul style="list-style-type: none"> • First offence: Double fees • Second offence: Triple fees
Failure to call for required inspection(s)	\$100.00
Work not ready at time of scheduled inspection	\$100.00