



# Town of Grand Rapids

## General Building Permit Application

A Building Permit is required for each type of work being completed. The application can be found on the Town of Grand Rapids Municipal building or the Town website at [www.grandrapidswi.gov](http://www.grandrapidswi.gov). To apply, complete the completed application form and submit it to the Zoning Administrator.

### Building Permits Requirements

- What requires a permit?
  - New Construction (one-and two-family dwellings)
  - Electrical, plumbing, or HVAC
  - Additions or Alterations
  - Fences and Pools
- Shoreland Permit is needed if the building project is within 1,000 ft of a lake or 300 ft of any navigable stream.
  - Please contact **Wood County Planning and Zoning – 715-421-8466** to obtain a shoreland permit.
- Plot Plan showing the location of the project in relation to other buildings, wells, property lines and septic systems.
- Signed Cautionary Statement if the owner is taking out the building permit. Other than the property owner, only a contractor with the State Certification may obtain permits for work on one- and two-family dwellings.

### Setback Requirements

- **Class A (State or federal)** - highway setback shall be 110ft from the centerline of the highway or 50ft from the right of way, whichever is greater.
- **Class B (County)** – highway setback shall be 63ft from the centerline of the highway or 30 ft from the right-of-way line, whichever is greater.
- **Class C (Town)** – highway setback shall be 63ft from the centerline of the highway or 30 ft from the right-of-way line, whichever is greater.

#### Maximum Building Height

Principal Building	35 ft	Accessory Building	18 ft
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#### Minimum Rear Yard Setback

Principal Building	25 ft	Accessory Building	9 ft
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#### Minimum Side Yard Setback

Principal Building	9 ft	Accessory Building	9 ft
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#### Maximum Lot Coverage

Principal Building	30%	Accessory Building	*5%
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\*Up to 2 accessory building allowed per lot under 5 acres

**Fences-** a permit is required for all fences and walls including dog runs, except no permit is required for agricultural wire fences and open wire fences erected in other districts solely to keep out animals.

- **Location-** not within the road right-of-way, except “open” fences such as chain link or split rail and no closer than 1ft from any lot line. If within 30ft street setback area, may not be higher than 2 ½ ft.
- **Appearance-** maximum height of 6ft from grade to top of fence, except in salvage yards where 7ft high fences are required. The more pleasing side must be placed toward the adjacent property.
- **Prohibited Fences-** barbed wire, spike or picket fences, except those with round tops are prohibited, except barbed wire may be erected in agricultural and manufacturing zones.
- **Dog Enclosures-** Kennels and dog runs shall be at least 9ft from any lot line.

### Aluminum and Vinyl Storage Structures (Carports) – A Zoning Permit is required

- Property owner is required to maintain the structure. If damaged, it must be removed or repaired within 30 days.
- Only one aluminum or vinyl structure is allowed on a residentially zoned parcel
- Maximum size is 400sqft



# Town of Grand Rapids

## General Building Permit Application

### FOR OFFICE USE ONLY

Date Received:	Date Fee Paid:	Total Permit Fee:	Permit #:
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### APPLICANT INFORMATION

Name: Gary & Analyn Hilgard	Mailing Address: 6611 Kellner Rd., Wis. Rapids, WI 54494	
Phone Number: 715-254-1020	Secondary Phone Number: 715-697-4276	Email Address: gaebk2913@gmail.com

Permit Requested: ☒ Construction ☐ HVAC ☐ Electrical ☐ Plumbing ☐ Erosion Control

### PROJECT INFORMATION

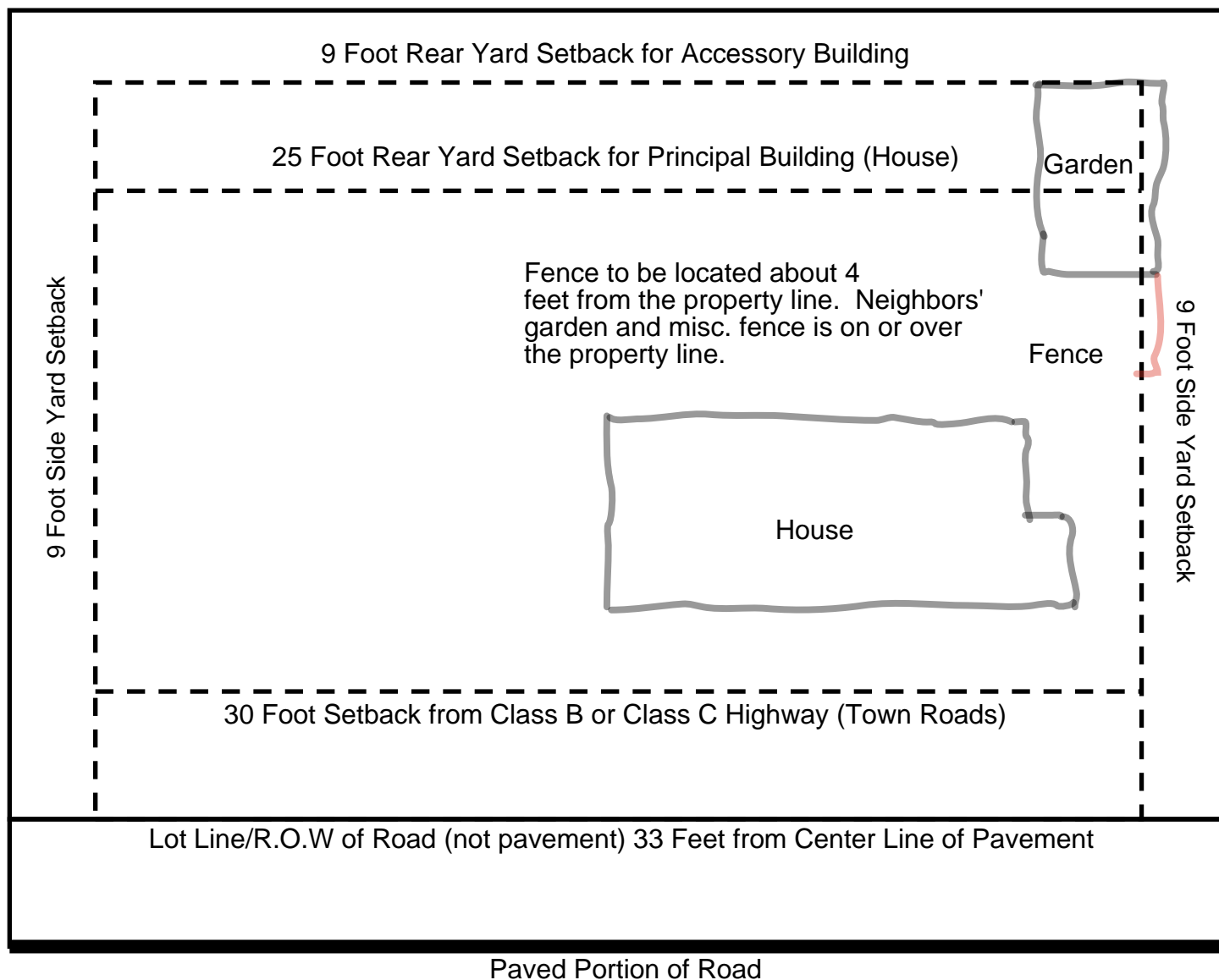
Project Address: 6611 Kellner Rd, Wis. Rapids, WI 54494	Zoning District: Grand Rapids	Parcel #: 0702475		
Description of Work:  Installation of a 24 ft (3 panel) privacy fence in our backyard 3-4 ft from the property line. It will be in-line with our existing garden eastern side and have a corner at the end for stability purposes.	Area Involved (sq ft)			
	Unfin. Basement	Unit 1	Unit 2	Total
	Living Area			
	Garage			
	Deck/Porch			
	Total			
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input checked="" type="checkbox"/> Fence <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Commercial <input type="checkbox"/> Raze <input type="checkbox"/> Acc. Structure	Occupancy: <input checked="" type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Constr. Type: <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. Per WI UDC <input type="checkbox"/> Mfd. Per US HUD <input type="checkbox"/> Other:	Electrical: Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	HVAC: <input type="checkbox"/> Furnace <input type="checkbox"/> Central AC <input type="checkbox"/> Radiant Heat <input type="checkbox"/> Fireplace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Other: <input type="checkbox"/> Boiler
Contractor Name & Type	Lic/Cert#	Mailing Address	Email Address	Phone
Dwelling Contractor				
HVAC				
Electrical Contractor				
Plumbing				

I certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized representative of the owner. I understand that I am subject to all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality. I expressly grant the building inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. I understand that I shall contact the inspector(s) at the appropriate times throughout the project for the required inspections(s). If I shall fail to contact the inspector(s) for the required inspection(s), or if reinspection are required, I agree to pay the appropriate penalty fees and/or reinspection fees.

Applicant (Sign): Gary Hilgard Print: Gary Hilgard Date: 07/14/2025

## Plot Plan

\*Applicant shall check property Certified Survey Map (CSM) to certify exact dimensions



I certify that I have read this application and state that the above information is correct and that I am the owner or authorized by the owner. I understand that I am subject to all applicable codes, statutes and ordinances or homeowner's association restrictions, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality. I expressly grant permission to the Zoning Administrator and Plan Commission members, as individuals, or as a quorum to visit the property in order to gather evidence to aid in their decision. I understand that I or my Agent must be present at the Plan Commission meeting at which the permit is considered.

Applicant (Sign): Gary Hilgard Print: Gary Hilgard Date: 7/14/2025

## **Cautionary Statement to Owners Obtaining Building Permits**

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 any negligence by 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 to 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.

## **Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

## **Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

## **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards and will comply with those standards.

Owner's Signature: Gary Hilgard Date: 7/14/2025