

**VILLAGE OF HAMMOND
455 DAVIS STREET – UPPER LEVEL
POST OFFICE BOX 337
HAMMOND, WISCONSIN 54015
715-796-2727
FAX: 715-796-2791**

**BUILDING PERMIT REQUIREMENTS
NEW HOME/COMMERCIAL/INDUSTRIAL**

Building Inspector: Brian Wert – Office #715-386-5410

- 1. Site Plan. When building a shed or deck. A sketch of your land/yard in which the shed will sit on. Need to know the distance from property lines. Must be 6' from rear of property line and 3' from the side. Must not occupy more than 20% of the rear yard area. When building a deck, must have a sketch of the deck with measurements and distance from the rear and side property lines. Zoning/code, and building deck requirements are available at Clerk's Office.**
- 2. When building a fence. Must have a permit. Fence Ordinance is available. Can be installed on the lot line. Be sure you know where your lot line is and your neighbor agrees. If you don't know, you may have to have it surveyed. It's not the Village responsibly to know where your lot line is.**
- 3. All permits are required in the Village of Hammond. New construction, remodeling, sheds, decks, swimming pools, fences, siding, shingling, windows, signs, etc. Always request Ordinance for setbacks on new construction, sheds, decks, swimming pools, and fences.**
- 4. Make sure you list your name, address and telephone number on the application. Also must know the cost of the project. After you have the info available, drop it off at the Clerk's Office and call Brian Wert for pickup. When the permit is ready, Brian Wert will call you and tell you the amount of the permit and that it is ready for pickup at the Clerk's Office.**
- 5. When building a NEW HOME. Requires a permit, 2 sets of plans, and site plan for Building Inspector's review. Impact fees are: \$4175.00/per unit. Sewer hookup fee: \$1500.00/per unit, plus permit fee. Must have a separate check for the \$4175.00 for the impact fee. Sewer hookup up fee of \$1500.00 and permit fee can be on one check. Thank you.**

NOTICE TO HOLDERS OF BUILDING PERMITS FOR THE VILLAGE OF HAMMOND

You have recently been issued a building permit by the Village of Hammond. This notice is given to you with your permit to make you aware of certain requirements of the Village of Hammond which may be relevant to your building project. Please be aware that this notice is not meant to be exhaustive, you are responsible for compliance with all local ordinances and state building codes which may apply to your building project.

1. All water lines are to be of copper pipe.
2. Dumpsters are not to remain on any village street, alley or sidewalk for longer than 24 hours. Dumpsters are to be sufficiently marked and barricaded with lights and reflective material. Additional requirements for dumpsters may be imposed by the street superintendent. (Village Ordinance 58-61(b)(6)).
3. No building materials or supplies are to be left on any village street, alley or sidewalk, unless approved by the street superintendent. (Village Ordinance 58-61(b)(5)).
4. No contractor or work trailers are to be parked on any village street, alley or sidewalk.
5. House numbers should be clearly visible and should be placed on the structure as soon as possible.
6. Empty lots are to be regularly mowed and noxious weeds are to be controlled. (Village Ordinance 26-11).
7. Tracked vehicles are not to be operated on village streets, alleys or sidewalks. Such vehicles shall not be driven over curbs.
8. Builders and owners are responsible for complying with all building setbacks and minimum yard and lot widths and depths specified in Village Ordinances. (Chapters 62 and 78 of Code of Ordinances).
9. The Village Clerk's office is to be notified of the owner of a property or lot as soon as possible.
10. Proper erosion control measures, including silt fencing, are to be installed and maintained so as to effectively control erosion in all construction areas (Uniform Dwelling Code; Village Ordinance 62-139).
11. Piles of dirt are not to be left on empty lots (Uniform Dwelling Code).
12. Any dirt, mud or debris deposited onto village streets, alleys or sidewalks is to be removed to prevent deposit of such materials into village storm sewers. (Uniform Dwelling Code).