

## **20.04.000**

## **PERMITS**

### **20.04.010 BUILDING PERMITS.**

- A. Required. No structure 6 inches or more above the surface of the ground, except those exempted in the Building Code, nor any structure classified as a building, nor any swimming pool, shall be erected, structurally altered, or relocated within the City of Port Washington until a building permit has been issued by the Building Inspector certifying that such building would be in compliance with the provisions of this Ordinance and with the Building Code of the City of Port Washington.
- B. Procedure. An application for the Building Permit shall be made in conformity with the requirements of the Building Code of the City of Port Washington.

### **20.04.020 OCCUPANCY AND ZONING USE PERMIT.**

- A. Required. No new building, and no existing building which has been remodeled to more than 50% of its value, and no existing building which has been relocated, shall be occupied or used until an Occupancy and Zoning Permit has been issued certifying that any such building complies with the provisions of this Ordinance. A like permit shall be obtained before any legal non-conforming use is resumed, changed, extended or granted conditional use status.
- B. Procedure:
  - 1. Application for such permit shall be made to the Building Inspector prior to or at the same time as the application for a Building Permit, or prior to the commencement of any use not involving a Building Permit.
  - 2. Such application shall be prepared and shall include, for the purpose of proper enforcement of this Ordinance, the following data:
    - a. A statement by the applicant as to the intended use of the premises and buildings thereon.
    - b. An accurate map of the property, in duplicate, drawn to reasonable scale and properly dimensioned showing:
      - i. The boundaries of the property involved.
      - ii. The location of the center line of any abutting streets.
      - iii. The location of the lot of any existing buildings, additions, or proposed new buildings, including the measured distances between such buildings, and from the lot lines and from the center line of any abutting street to the nearest portion of such building.

- iv. The proposed floor elevation of any proposed buildings in relation to the existing and/or established grade of any abutting streets, and the general direction of surface drainage on the lot including the defined location of any defined drainage way.
    - (5) The base of regional flood level and ordinary high water line of any stream, flowage, wetland or lake on or abutting the property, as well as the defined boundaries of any wetlands as shown on the Wetland Inventory Map of the WisDNR and of any floodplains as shown on the FEMA floodplain map for the City or where appropriate to an adjacent municipality.
    - (6) Where a zoning permit application includes lands within a designated floodplain, the applicant shall provide all computations required to show the effects, if any, of the project on flood heights, velocities and floodplain storage. This requirement may be waived by the Building Inspector where there appears to be insignificant measurable effect and the project is minor in nature, that is, involving no building and no earthmoving.
    - (7) Where a zoning permit application shows that the applicant's intended activity will raise the regional flood level by 0.01 foot or more on another property, the applicant shall present flooding easements or other appropriate legal arrangements from all such affected owners before the zoning permit shall be issued.
  - iii. Where the proposed use involves human occupancy and connection is not to be made to municipal sewer service, a plan of the proposed system for sewage disposal, which shall be in compliance with all the City Ordinances and other governmental laws or regulations then applicable to such systems.
  - iv. Where the proposed use involves human occupancy and connection is not to be made to municipal water service, satisfactory evidence that a safe and adequate supply of pure water is to be provided and the location of any well for that purpose shown on the map.
3. Within 10 days after the notification of the completion of erection, alteration or relocation of the building or intent to commence a use, the Building Inspector shall make an inspection of the premises and any building thereon and if the building and the intended use thereof, and the proposed use of the premises comply with the requirements of this Ordinance, an Occupancy and Zoning Permit shall be issued.

4. For the purpose of defraying the cost of inspection and administrative processing, such application shall be accompanied by a fee of \$10.00, except that where a building permit is also required, this fee shall not be required.
- C. Expiration. If within 12 months of the date of application no Occupancy and Zoning Use Permit has been issued, any building permit related thereto shall lapse and the Building Inspector shall make immediate investigation to ascertain that no use or occupancy has in fact commenced without proper authority. Upon showing of valid cause, the Building Inspector may grant an extension of such permit for a period not to exceed 6 months.
- D. Temporary Occupancy and Use Permit. Pending the issuance of a regular permit, a temporary permit for non-residential use may be issued for a period not exceeding 6 months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permit shall not be issued except under such restrictions and provisions as will adequately insure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to the provisions of this Ordinance to such a degree as to render it unsafe for the occupancy proposed.