

# PLANNING ON BUILDING? WHAT PERMITS ARE NEEDED?

The following information is pertinent for anyone who is planning on building in Richland County.

Building a new home can be a confusing process. This pamphlet was designed to help the homeowner understand the permitting process required in **Richland County**. Often times the builder will be the person acquiring the necessary permits. However, the more you, the owner, understand about this process, the smoother the operation should be. Obtaining the necessary permits takes time and planning; so allow for this when you are considering a construction starting date as all necessary permits must be obtained *prior* to the start of construction. Many of the permits can be obtained well in advance. Certain County Zoning regulations should be understood when you are buying rural acreage on which you plan to build. Knowledge of how a parcel of land is zoned prior to buying a property may save you a considerable amount of time and expense.

## Some Zoning Issues to Consider When Purchasing Acreage in Richland County:

- ❖ Check to see how the property you are planning on purchasing is zoned.
- ❖ Will it need to be rezoned? If so, will a land survey be required? (This process may take up to three months if needed.)
- ❖ Has a soil test been done to verify the location and type of septic system?

- ❖ Check to see if there is any floodplain or wetlands on the property you are planning on purchasing. (ALL TOWNSHIPS HAVE FLOODPLAIN, SHORELAND AND WETLAND ZONING)

These items must be obtained prior to the start of construction:

1. Soil Test Filing (\$100.00)
2. Driveway Permit (Fee varies)
3. County Address Sign (\$75.00 + \$30.00 *if* an additional trip is necessary)
4. Sanitary Permit (\$450.00)
  - ◆ Submitted by Plumber
  - ◆ Approved by County
  - ◆ Recorded on Deed
5. Land Use Permit (\$0.15 per square foot, determined from largest floor of living space, with minimum fee of \$200.00)
6. Uniform Dwelling Code (Building permit)

Your property may require two driveway permits depending on which road your access is on.

ALTHOUGH A TOWNSHIP MAY BE UNZONED THESE ABOVE LISTED ITEMS ARE STILL REQUIRED.

## Wisconsin Municipal Building Inspectors

**Akan Township**  
**Bloom Township**  
**Buena Vista Township**  
**Dayton Township**  
**Eagle Township**  
**Forest Township**  
**Henrietta Township**  
**Marshall Township**  
**Orion Township**  
**Richwood Township**

**Rockbridge Township**  
**Sylvan Township**  
**Westford Township**  
**Willow Township**  
**Village of Boaz**  
**Village of Cazenovia**  
**Village of Yuba** is issued by:  
WI Municipal Building Inspectors  
Mike Reuter  
[www.wimunicipalbuildinginspections.com](http://www.wimunicipalbuildinginspections.com)  
1-608-642-0463  
Fax 1-608-348-3617

**Ithaca Township**  
**Village of Lone Rock** is issued by:  
General Engineering Company  
Peter Giese  
1-608-745-4070  
1-608-742-2169  
Fax 1-608-745-5763

**Richland Township** is issued by:  
Johnson Inspections  
1-608-444-0372  
1-608-647-5364

**Village of Viola** is issued by:  
Wayne Haugrud  
1-608-625-2661

**A State building permit is required for any new residence, but you also need to check with the building inspector listed above to see if a state building permit is required for additions and remodeling.**

# CHECK THE INFORMATION OF THE LAND YOU ARE PLANNING ON PURCHASING OR OWN IN THE RICHLAND COUNTY AREA

## Zoning and Sanitation Department

608-647-2447

Fax 608-647-6134

Richland County  
Courthouse

181 W Seminary St, Rm 309  
Richland Center, WI 53581

Website:

[co.richland.wi.us](http://co.richland.wi.us)

## Township & Village Information

### Town of Akan

- ◆ Akan Town Board meets at 6:00 p.m. on the second Thursday of the month at the Akan Town Hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ A driveway permit is required
- ◆ Any questions contact Bill Van Der Molen at 608-475-1558

### Town of Bloom

- ◆ Bloom Town Board meets at 8:00 p.m. on the second Tuesday of the month at the town hall.
- ◆ Is not zoned under Richland County Zoning.
- ◆ A driveway permit is required.
- ◆ Residential building permit from the town is required.
- ◆ Has a junk car ordinance.
- ◆ Contact town board before any construction begins.
- ◆ Any questions contact Calvin Brown at 608-549-2091.

### Town of Buena Vista

- ◆ Buena Vista Town Board meets at the Buena Vista Town Hall in Gotham on the second Thursday of month, which may be subject to change occasionally.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Has a town road ordinance.
- ◆ Has a nuisance (vehicle) ordinance.
- ◆ Any questions contact Randy Schmidt at 608-583-2252.

### Town of Dayton

- ◆ Dayton Town Board meets at 6:00 p.m. on the second Wednesday of the month at the town hall on County Hwy ZZ.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Richard Wastlick at 608-647-2682.

### Town of Eagle

- ◆ Eagle Town Board meets at 6:30 p.m. on the second Thursday of the month at the town hall.
- ◆ Is zoned under Richland County Zoning.

- ◆ Has a driveway ordinance
- ◆ Any questions contact Marc Couey at 608-739-3286.

### Town of Forest

- ◆ Forest Town Board meets at 6:00 p.m. on the second Tuesday of the month at the town hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ Any questions contact John Matthes, Clerk at 608-606-4590 or Adrian Wayne Longacre, Chairman at 608-627-2277.

### Town of Henrietta

- ◆ Henrietta Town Board meets at 8:00 p.m. on the second Thursday of the month at the town hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Verlin Coy at 608-983-2770.

### Town of Ithaca

- ◆ Ithaca Town Board meets on the first Monday of the month at the town hall/garage.
- ◆ Is zoned under Town of Ithaca zoning ordinance.
- ◆ Has a driveway ordinance.
- ◆ Building permits are required.
- ◆ No holding tanks allowed on new construction.
- ◆ Any questions contact David Wanless at 608-585-3461.

### Town of Marshall

- ◆ Marshall Town Board meets at 7:00 p.m. on the second Thursday at the town hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Jerome Durst at 608-604-5944.

### Town of Orion

- ◆ Orion Town Board meets at 5:30 p.m. on the third Tuesday of the month at the town hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Has a land use plan in effect since August 2001.
- ◆ Has unlicensed vehicle ordinance in effect since 2000.
- ◆ Any property owner requesting zoning change must meet with town board in order to get a positive recommendation to Richland County Zoning Committee.

- ◆ Any questions contact Ryan Keller at 608-647-9065.

### Town of Richland

- ◆ Richland Town Board meets at 8:00 p.m. on the second Wednesday of the month at the town hall/garage.
- ◆ Is zoned under Richland County Zoning outside of the City of Richland Center's ET.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Dave Jelinek at 608-647-6716.

### Town of Richwood

- ◆ Richwood Town Board meets at 6:30 p.m. on the second Monday of the month at the town hall.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Jesse Zimpel at 608-537-2044.

### Town of Rockbridge

- ◆ Rockbridge Town Board meets on the third Thursday of the month at the town hall.
- ◆ Is zoned under Town of Rockbridge Zoning Ordinance.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Scott Banker at 608-647-6298.

### Town of Sylvan

- ◆ Sylvan Town Board meets at 6:00 p.m. on the second Tuesday of the month at the town shop.
- ◆ Does not have Richland County Zoning.
- ◆ Has a driveway policy and standards.
- ◆ Any questions contact Patrick Marshall at 608-538-3105.

### Town of Westford

- ◆ Westford Town Board meets on the first Thursday of the month at the town garage.
- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance.
- ◆ Any questions contact Ben Spencer at 608-983-2822.

### Town of Willow

- ◆ Willow Town Board meets at 7:00 p.m. usually the first day of each month at the community building in Loyd but dates may vary. Contact John

McNurlin at 608-585-4022 or Ann Rynes at 608-604-0350 for exact dates

- ◆ Is zoned under Richland County Zoning.
- ◆ Has a driveway ordinance
- ◆ Any questions contact John McNurlin at 608-585-4022.

### Village of Boaz

- ◆ Any questions contact Jean Nicks, President at 608-536-3547 or Susie Hauri, Clerk/Treasurer at 608-536-3466.

### Village of Cazenovia

- ◆ Any questions contact Dennis Adelman, President at 608-983-2868 or Robin Landsinger, Clerk at 608-963-3702.

### Village of Lone Rock

- ◆ Any questions contact Dean Ewers, President at 608-583-0088.

### Village of Viola

- ◆ Any questions contact Eugene Gabrysiak, President at 608-627-1559 or Beth Campbell, Clerk/Treasurer at 608-627-1831.

### Village of Yuba

- ◆ Any questions contact James Huffman, President at 608-528-4326 or Darrel Hall Clerk at 608-528-4758.

### City of Richland Center

- ◆ Any questions contact Paul Corcoran, Mayor at 608-647-6428 or Melinda Jones, Clerk/Treasurer at 608-647-3466. City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:30 p.m. in the City Municipal Building.