

# TOWN OF RICHMOND

To obtain a building in the [Town of Richmond](#), a zoning and land use permit must first be obtained from the **Walworth County Zoning Department**. Please contact them for all zoning permit requirements.

 [Walworth County Zoning](#)  [\(262\)-741-4972](tel:(262)741-4972)

## Permit Submittal Requirements: (Digital Versions Preferred)

- [Uniform Building Permit Application](#)
- Construction Plans (digital versions are preferred or 2 hard copies). [Plan example](#)
- Site Plan showing any setbacks, easements, and erosion control as required per code
- Copy of the approved **Walworth County Zoning** permits
- Heat Loss calculations (new homes only)
- State Approved Plans (commercial/industrial only)
- New construction 1-2 family homes shall submit an online permit using the following link at [Wisconsin Department of Safety and Professional Services Division of Industry Services](#)

## The Following Construction Activities Require A Building Permit:

### **BUILDING/MECHANICAL PERMITS REQUIRED:**

- All new one and two family, and all new multifamily dwellings
- All residential building additions or remodels/alterations valued at \$1,000 or greater
- All residential decks and/or porches
- All residential accessory structures
- All electrical services: including new and upgrades

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## Permit Fees:

<b>A</b>	<b>RESIDENTIAL BUILDING - 1 and 2 family</b>
	<ol style="list-style-type: none"> <li>1. <b>New Construction</b> \$.18 per square foot</li> <li>2. <b>Addition</b> \$75.00 for first 600 sq. ft. and \$.18 per sq. ft. thereafter.</li> <li>3. <b>Remodel</b> \$50.00 per inspection - Number of inspections determined by scope of work.</li> <li>4. <b>Accessory Structures</b> \$40.00 for first 600 sq. ft. and \$.14 per sq. ft. thereafter.</li> <li>5. <b>WI UDC Decal</b> \$40.00</li> <li>6. <b>Occupancy Permit</b> \$85.00 per building or addition or \$45.00 per unit.</li> <li>7. <b>Temporary Occupancy Permit</b> \$75.00</li> <li>8. <b>Decks</b> \$75.00</li> <li>9. <b>Re-Inspection</b> \$50.00</li> <li>10. <b>Early Start Permit</b> \$50.00</li> <li>11. <b>Raze Demolition</b> \$40.00 (fee may be waived by Inspector.)</li> <li>12. <b>Ag Buildings (New)</b> \$25.00</li> </ol>
<b>B</b>	<b>LAND DISTURBANCE (EROSION CONTROL) PERMIT APPLICATIONS</b>
	<ol style="list-style-type: none"> <li>1. <b>1 and 2 Family Residences</b> \$75.00</li> <li>2. <b>Accessory Buildings</b> \$75.00</li> </ol>
<b>C</b>	<b>PLAN REVIEW FEES - CERTIFIED MUNICIPALITY</b>
	<ol style="list-style-type: none"> <li>1. <b>1 and 2 Family Residence</b> \$175.00</li> <li>2. <b>1 and 2 Family Addition</b> \$65.00</li> <li>3. <b>1 and 2 Family Alteration</b> \$40.00</li> <li>4. <b>Accessory Building Over 100 sq.ft.</b> \$55.00</li> <li>5. <b>Decks</b> \$35.00</li> <li>6. <b>Revisions</b> \$50.00</li> </ol>

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<b>D</b>	<b>ELECTRICAL</b>
	<ol style="list-style-type: none"> <li><b>New Building</b> \$40.00 base fee plus \$.05 per square foot</li> <li><b>Service Upgrade Rewire</b> \$50.00</li> <li><b>Temporary Service</b> \$50.00</li> <li><b>Remodel Replacement</b> \$40.00 minimum</li> <li><b>Solar/PV system install</b> \$150 building permit + electrical service permit</li> </ol>
<b>E</b>	<b>PLAN REVIEW FEES - CERTIFIED MUNICIPALITY</b>
	<ol style="list-style-type: none"> <li><b>New Building</b> \$40.00 base fee plus \$.05 per square foot.</li> <li><b>Remodel Replacement</b> (only if \$40.00 minimum resized).</li> </ol>
<b>F</b>	<b>PLUMBING</b>
	<ol style="list-style-type: none"> <li><b>New Building</b> \$40.00 per base fee plus \$9.00 per fixture.</li> </ol>
<b>G</b>	<b>DOUBLE FEES</b>
	If a permit is not obtained before work commences, the above fees shall be doubled, except in emergency cases.

All permits can be submitted by email to [municipalzoningandinspection@gmail.com](mailto:municipalzoningandinspection@gmail.com)  
 If you are unable to email your submittal, please mail paperwork to the following address:

**MZIS**  
**PO Box 123**  
**Jefferson, WI 53549**

Once all required documents are submitted, an inspector will review them and contact you with a permit fee. Permit fees may be paid by check or credit card. A 3% processing fee will be added to any card transaction.

**\*\*Permits are not considered issued until payment has been received\*\***

If you have any questions on the permit process please call us at  (920)-675-9062