

TOWN OF SULLIVAN

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

 [Jefferson County Zoning](#)  (920)-674-7131

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 **Jefferson County Zoning** permit
- 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:

- All new one and two family, and all new multi-family dwellings
- All residential building additions (excluding porches/decks)
- All remodels/alterations 500 sq. ft. or larger and any alteration involving new sleeping areas (no sq. ft min.)
- All accessory structures 500 sq. ft.(total floor area) or larger (excluding agricultural)
- All commercial/industrial projects
- All electrical services: including new and upgrades

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Permit Fees:

1	New 1-2 Family Homes
	\$850.00 For 3000 sq. ft. or less total floor area \$150.00 For each 1000 sq. ft. or portion of floor area exceeding 3000 sq. ft. \$ 50.00 Early start permit \$ 35.00 State seal fee
2	All accessory structures 500 sq. ft. or larger (total floor area)
	\$7.00 per 1000 of total project cost, (min permit fee of \$200 max of \$1000)
3	Residential additions/remodels
	\$7.00 per 1000 of total project cost, minimum permit fee of \$150.00
4	Electrical services
	Single phase, first 200 amp is \$78, each additional 100 amp is \$12.50 Three phase, first 200 amp is \$125.00, each additional 100 amp is \$12.50 Solar/PV system install \$150 building permit + electrical service permit
5	Commercial/Industrial projects (total project cost including mechanicals)
	\$7.00 per 1000 of total project cost, minimum permit fee \$250.00
6	Starting work without permits
	Double permit fee

Special Inspection fee \$75

Renewal of expired permit \$200(min)



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All permits can be submitted by email to 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](tel:9206759062)