

Construction Guide: Guide to Permits

(Updated 4/2019)



When is a permit required?

In order to protect the health, safety, and welfare of the City's residents, permits are required before construction related projects begin. The purpose of the permit is to ensure work is being done properly, safely, and meets the requirements of the State Building Code and Local Ordinances. If you are unsure if a permit is needed, see our [Permits Required Table](#) or call 715-246-4268. The City of New Richmond issues one "blanket" permit which covers all work within the scope of the project.

What if I don't get a permit?

Permits are required by both Local Ordinances and State Statutes. Work done without first obtaining a permit may result in fines **for each day** the work is not in compliance and/or double permit fees. Projects done in violation of Code may put your health and safety at risk, and negatively affect your insurance rates and future salability of your property. Prospective buyers can and do check the City's building records.

I own my own home; can I do my own work?

If you are the owner and occupant of a single family home, you are allowed under State Statutes to perform your own work, including electrical and plumbing. However, the work must be done to Code. While the inspectors can answer Code related questions for you, they cannot help design the project for you.

What if I want to hire a contractor?

If you are like most people, your home is a valuable possession and you will benefit from hiring skilled and competent craftsmen to tackle your improvement projects. There are State licensing and education requirements for contractors. Please be sure to ask your contractor to provide their license numbers before you sign a contract.

What Codes must I follow?

There are many Local, State and Federal Codes, Rules and Standards that may apply to your project. These Codes establish minimum rules for construction, electrical, plumbing and HVAC installations, as well as accessibility and other related issues. Since no two projects are alike, trying to list the specific requirements for each job would be impossible. For assistance with what Codes may pertain to you, please contact the Department for more information.

Does my project need to be inspected?

Yes. Any project that requires a permit requires a final inspection at a minimum. Because the scope of each project varies, the required inspections will vary as well. We do our best to fit inspections into your schedule; however we are not available after 3:30 pm weekdays or on weekends.

How long does it take to get a permit?

Most general permits are issued within 2-3 working days, however new home construction and commercial projects may take up to two weeks. Building permits are good for 24 months from date of issuance.

How do I get a permit?

You can stop by or contact our office during business hours or use our online permit request process found at www.newrichmondwi.gov. It is the responsibility of the owner or owner's agent to obtain the necessary permits for the job. The City issues a "blanket" permit which covers the entire scope of work for the project. Additional documentation may be required during the permitting process such as site plans, blueprints, or energy calculations.

How much do permits cost?

Building permit fees are calculated based on the construction value (labor and material) of the project. If you are performing the work yourself, a labor value will be calculated and added to the materials cost for a total construction value. Building permit fees are collected at the time the permit is issued. Fees may be mailed, paid in person or paid online at <https://www.paymentservicenetwork.com/Login.aspx?acc=RT20204>. Please contact our office, at 715-246-4268, if you would like an estimated permit fee amount for budgeting purposes.

**Please note that any impact fees due as part of a new home or commercial project are also collected at time of permit issuance.*