

When Do I Need A Residential Building Permit ?

Building permits are required under Title 9 of the City Code. Title 9-1-4-A states, "No building or structure or any part thereof shall hereafter be built, enlarged, altered, moved or demolished within the city of Menomonie unless a permit therefor shall first be obtained by the owner or his agent from the building inspector." Building permits need to be obtained by a contractor that has the State of Wisconsin Dwelling Contractor Certification AND Dwelling Contractor Qualifier. A home owner is allowed to obtain the building permit if the property is currently occupied exclusively as an owner occupied single family home.

Examples of alterations which would require a permit are as follows:

1. Window or door installations in which the openings must be enlarged.
2. Adding new windows or doors, interior or exterior.
3. Removal or addition of wall or partitions, bearing or non-bearing.
4. Additions including change of the roof structure.
5. Garages and accessory buildings larger than 64 square feet.
6. Siding
7. Enlarge driveway or parking pad or hard surface existing crushed rock driveway or parking pad or replacement of existing hard surface.
8. Basement remodel: Adding bedrooms, family rooms or bathrooms.
9. Kitchen or bathroom remodeling.
10. New deck or replacement of existing deck and/or stairs.

Examples of items which do not require a permit are as follows:

1. New roofing shingles with no change to the roof pitch.
2. Window or door replacement if the opening is not enlarged.
3. Repainting, re-glazing, re-caulking.
4. Re-plastering, re-sheet rocking, or paneling on existing walls (An electrical permit is required if the exterior walls in a basement are paneled, sheet rocked or plastered or if existing walls are stripped of plaster and electrical upgrades are necessary)
5. Floor coverings.
6. Rain gutters, soffit or fascia replacement.
7. Painting, carpeting, wallpapering, new wood or vinyl flooring.
8. Garden pergola or swing sets.

In addition to the building permit, separate permits will be required for electrical, plumbing, or heating and ventilation work if those trades are part of the project. The contractor doing the work must obtain these permits. A home owner is allowed to do their own plumbing, electrical or HVAC work if they are qualified and the property is currently occupied exclusively as an owner occupied single family home. However, they must still obtain separate permits for this work and it must meet all code requirements.

All work for one and two family dwellings are required to conform to the Wisconsin Uniform Dwelling Code. Permits must be obtained by the owner or a contractor that has the State certification for "Dwelling Contractor and Dwelling Contractor Qualifier". Contact the State Department of Safety & Professional Services at 608-261-8500 for information on an application for the state certification. Buildings of three or more units are required to conform to the Wisconsin Commercial Building Code.

Electrical permits are required under Title 9 Chapter 4 Section 6 of the City Code. Permits shall be issued only to a State of Wisconsin licensed Electrical Contractor or to a property owner who is to personally perform the work on an existing premise currently occupied exclusively as an owner occupied single family home. Permits shall not be transferable. Any extension of the building wiring requires an electrical permit and only a licensed electrical contractor may do wiring on rental property. An electrical permit nor a license is required for maintenance items such as replacement of existing switches and outlets. All work must conform to the National Electrical Code and Wisconsin State Electrical Code.

Plumbing permits are required under Title 9 Chapter 5 Section 2. of the City Code. No plumbing or drainage of any kind shall be installed or altered except that leakage or stoppage repairs may be made without first securing a permit. As in electrical wiring, such plumbing permits shall only be issued to a licensed master plumber or to a property owner which is to personally perform the work on an existing premise currently occupied exclusively as an owner occupied single family home. Plumbing permits are required for installation of new water piping, drainage and vent piping, additions of new bathrooms and remodeling of old bathrooms when the fixtures are being relocated. Permits are not required for repair or update/replacement with new fixtures. Installation of new fixtures, sinks, toilets, faucets, etc. of the same type in the same location do not require a plumbing permit. Licensing of plumbers falls under the jurisdiction of the State of Wisconsin. All work shall meet the requirements of the State Plumbing Code.

Mechanical permits are required under Title 9 Chapter 1 Section 4 of the City Code. Mechanical permits are required for new or replacement furnaces, new or replacement of gas water heater, new or replacement of central air, installation of ductwork, fireplaces, heaters and interior wood burning stoves. HVAC contractors applying for mechanical permits are required to be registered by the State of Wisconsin under SPS 305