



## OFFICE OF BUILDING INSPECTION BUILDING PERMIT PROCEDURES OVERVIEW

As a homeowner in Richfield you may be planning to build, remodel or simply do a home improvement project. In order to process the building permit applications in a timely manner, the Village of Richfield Building Inspection Office offers this outline of procedures to follow in order to obtain a building permit.

### VILLAGE REQUIREMENTS:

- When planning an addition or remodeling project of a residence, please have a definite plan in mind and drawn up. Although these plans need not be professionally drawn, they should be legible and accurate. A survey may be required to be submitted with your plans. If you do not have a copy of your survey, the Village records may contain a copy. If not, you may be required to hire a surveyor to produce a survey of your property.
- Electrical, plumbing and heating permits are required before working on those particular systems. (other than routine maintenance) Plumbers are state licensed and electricians must be state licensed to perform work in the village.
- Pools, decks, sheds, and detached garages are all considered accessory structures and permits are required. Any electrical work associated with an accessory structure must be installed by a licensed electrician.
- Permits are required for re-roof/re-siding, wood burning stoves/boilers and gas fireplaces.
- Permits are also required for: replacement furnaces and air conditioners, water softeners, water heaters, and dishwashers.
- Replacement septic systems or holding tanks must be submitted to Washington County for their approval. (SEE ATTACHED)
- Before any holding tanks are installed or replaced, a "Holding Tank Agreement" must be completed and signed before submitting to the County for approval. Forms may be picked up at Village Hall.

Please contact the Building Inspection office (262) 628-2260 Ext. 117 before starting any work. Double fees are assessed if work begins without the required permits. Citations may be issued daily for failure to correct violations. It is advantageous to everyone involved that any questions regarding permit procedure or construction methods be answered up front.

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