

**CITY OF KAUKAUNA**  
**ORDINANCE NO. 1927-2025**

**ORDINANCE AMENDING SECTION 14.07**

WHEREAS, updates were needed to require surveys for new buildings and additions; and,

WHEREAS, this change will help prevent future issues with approving permits for accessory structures and fences; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 14.07 of the Kaukauna Municipal Code be amended as follows:

**BEFORE AMENDMENT**

**14.07 Applications, Plans, and Specifications**

Application for a permit shall be made by the owner of a building or structure or an authorized agent and shall be made in writing upon a blank form furnished by the building inspector. The permit application shall contain the name, mailing address, and phone number of the owner of the building and land; the name, mailing address, and phone number of the engineer, architect, designer, or contractor responsible for the work; and a general description of the location of the proposed work, the use and occupancy of all parts of the building or structure and such other information as required by the building inspector to enforce the provisions of this chapter.

*1. Plans required.*

- a. Building plans, site plans, and specifications shall accompany every application for a permit and shall be filed with the building inspector. All plans submitted shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with this chapter and all other applicable regulations. Plans shall be prepared in accordance with the provisions of this chapter, shall bear the name of the architect, engineer, or designer who prepared them, if any, and shall be of sufficient clarity to clearly indicate the nature and character of the work proposed.
- b. When lot lines cannot be properly identified by permanent monuments, a survey shall be prepared and certified by a surveyor registered by the state.
- c. Delegated Appointed Agent Municipality. The municipality has adopted the Appointed Agent Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
  - (1) Responsibilities. The City shall assume the following responsibilities for the Department of Safety and Professional Services (Department):

- (A) Provide inspection of commercial buildings with certified commercial building inspectors.
  - (B) Provide plan examination of commercial buildings with certified commercial building inspectors.
- (2) Plan Examination. Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures and other structures exempted in SPS 361.03(3), to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
  - (A) A new building or structure.
  - (B) An addition to a building, structure, or building system such as fire alarm, sprinkler, plumbing, or HVAC system.
  - (C) An alteration of a building space, element, or structure. Including alteration of an existing fire alarm system, fire sprinkler system, plumbing system, HVAC system or replacement of equipment or fixtures within those systems.
  - (D) A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
  - (E) The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
- (3) Plan Submission Procedures. All commercial buildings, structures and alterations, including new buildings and additions require plan submission as follows:
  - (A) Building permit application
  - (B) Application for review – State of Wisconsin forms as applicable based on trade submitted or Municipal Equivalent.
    - (a) Fees per municipal fee schedule
    - (b) Fees apply to all commercial projects AND one of the following options
  - (C) 4 sets of plans
    - (a) Signed and sealed per SPS 361.31
    - (b) (1) set of specifications
    - (c) Component and system plans
    - (d) Calculations showing code compliance

OR

- (D) 1 sets of plans with 3 Project cover sheets
  - (a) Signed and sealed per SPS 361.31
  - (b) (1) set of specifications
  - (c) Component and system plans
  - (d) Calculations showing code compliance

Note: Nothing in this code or chs. SPS 361 to 366 is intended to prohibit the submission and acceptance of plans and construction documents in an electronic or digital media. However, if plans are approved electronically, 2 sets of hard copies bearing the approval stamp of the reviewer is still required to be submitted prior to permit issuance.

2. *Review by other departments.* Building plans requiring review by other city departments, such as the fire department, planning and community development department, plan commission, or the state Department of Safety and Professional Services (DSPS), shall be reviewed and stamped "approved" or "conditionally approved" by such departments or agencies prior to submittal for permits.
3. *Quality of materials.* When the quality of materials is essential for conformity to this chapter, specific information shall be given on plans submitted to establish such quality and this chapter shall not be cited, or the term "legal" or its equivalent be used as a substitute for specific information.
4. *Waiver of plans.* The building inspector may waive the requirement for the filing of plans when the work involved is of a minor nature, when plans would not sufficiently show the nature and character of the work, or when the work is adequately described on the permit application. A detailed written description of all work proposed may also be substituted for building plans at the discretion of the building inspector.
5. *Amendments to plans.* Subject to the limitations described in subsection (6) of this section, amendments to a plan, application, or other record accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments are subject to the same review and approval process as the original plans and shall be deemed part of the original application.
6. *Time limitations.* An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued, except that the building inspector may grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.

## **AFTER AMENDMENT**

### **14.07 Applications, Plans, and Specifications**

Application for a permit shall be made by the owner of a building or structure or an authorized agent and shall be made in writing upon a blank form furnished by the building inspector. The permit application shall contain the name, mailing address, and phone number of the owner of the building and land; the name, mailing address, and phone number of the engineer, architect, designer, or contractor responsible for the work; and a general description of the location of the proposed work, the use and occupancy of all parts of the building or structure and such other information as required by the building inspector to enforce the provisions of this chapter.

1. *Plans required.*
  - a. Building plans, site plans, and specifications shall accompany every application for a permit and shall be filed with the building inspector. All plans submitted shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with this chapter and all other

applicable regulations. Plans shall be prepared in accordance with the provisions of this chapter, shall bear the name of the architect, engineer, or designer who prepared them, if any, and shall be of sufficient clarity to clearly indicate the nature and character of the work proposed.

- b. For new principal structures and additions to principal structures, or when deemed necessary by staff to verify lot lines and setbacks for any structure, a survey shall be prepared and certified in the following manner by a surveyor registered by the State:
  - (1) The survey shall be made within one year prior to the issuance of a building permit.
  - (2) The survey shall bear the date of the survey.
  - (3) The survey shall show the following:
    - (A) Location and dimensions of all buildings on the lot, both existing and proposed.
    - (B) Dimensions of the lot.
    - (C) Dimensions showing all setbacks to all buildings on the lot.
    - (D) The location of the centerline and lines of the street abutting the lot.
    - (E) Proposed grade of proposed structure, to city datum.
    - (F) Grade of lot and of the street abutting the lot.
    - (G) Grade and set-back of adjacent buildings. If adjacent lot is vacant, submit elevation of nearest buildings on same side of road.
    - (H) Type of monuments at each corner of lot.
    - (I) Watercourses or existing drainage ditches.
    - (J) Easements or other restrictions affecting the lot.
    - (K) Seal and signature of surveyor.
  - (4) Following approval of the survey, the lot corners and the proposed structure corners shall be staked on the ground before construction begins.
- c. Delegated Appointed Agent Municipality. The municipality has adopted the Appointed Agent Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
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sprinkler system, plumbing system, HVAC system or replacement of equipment or fixtures within those systems.

(D) A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.

(E) The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.

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(A) Building permit application

(B) Application for review – State of Wisconsin forms as applicable based on trade submitted or Municipal Equivalent.

(a) Fees per municipal fee schedule

(b) Fees apply to all commercial projects AND one of the following options

(C) 4 sets of plans

(a) Signed and sealed per SPS 361.31

(b) (1) set of specifications

(c) Component and system plans

(d) Calculations showing code compliance

OR

(D) 1 sets of plans with 3 Project cover sheets

(a) Signed and sealed per SPS 361.31

(b) (1) set of specifications

(c) Component and system plans

(d) Calculations showing code compliance

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Introduced and adopted by Common Council on the 20<sup>th</sup> day of May, 2025.

APPROVED: \_\_\_\_\_

Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_

Kayla Nessmann, Clerk