



New Single- and Two-Family Dwelling Packet

PLEASE READ THROUGH THE ENTIRE PACKET.

This packet covers what is needed before submitting, what needs to be submitted, the process for review and approval, permit fees, and the process for inspections and occupancy.

Before Submitting

As you work with a contractor, architect, building supply company, and/or realtor, consider that the Village of Kimberly has zoning and building code regulations as it relates to minimum setbacks, building heights, floor areas, etc. Many of these regulations can be found within the Municipal Code linked on the Village website or can be found at <https://ecode360.com/KI3019>. In addition, to Municipal regulations, several developments within the Village have private covenants and/or easement restrictions associated with any given property. Please consult with a title company or the Outagamie County Register of Deeds for details therein.

Village staff are always eager to help guide the project regardless of the phase of the project. Feel free to contact the Community Development Director at 920-788-7507 or by email at sschroeder@vokimberlywi.gov.

What Needs to be Submitted

The following shall be submitted digitally or physical paper copies. Note that all digital copies need to be legible, neat and orderly, and in a pdf format. Permit applications can be found on the Village website: <https://www.vokimberlywi.gov/departments/building-inspections/>.

- Building Permit Application
 - Individual trades (electric, plumbing, and HVAC) are required to submit separate applications.
- State Electronic Permit Application
- Building Plans
 - House plans, floor plans, elevations including materials and percentages, wall sections, wall bracing, cross sections, foundation plans and details, truss plans, floor system plan, roof pitch, heat distribution layout, energy worksheet, and other relevant materials.
- Site Plan
 - Property lines, location of the building(s), decks, patios, garages, and driveways, dimensions of building(s) and driveway, setback dimensions, erosion control measures, stockpile locations, floor grades, landscape grades, slope and direction of runoff flow

- New Water Meter Form
 - *New construction in the Emons Subdivision need to contact Darboy Joint Sanitary District for sewer and water connections.*
- Right-of Way Form
- Erosion Control Form – shall comply with SPS 321.125 and DNR Standards

Plan Review, Permit Approval, and Inspection Policy

The following policies are enforced by the Village of Kimberly to ensure safe, complaint, and successful construction within the Village of Kimberly.

The Village of Kimberly contracts with a third-party plan review and inspection firm, MSA Professional Services. Depending on the work to be completed, there may be different inspectors or plan reviewers. The primary contact for any questions, comments, concerns, or inspection requests is Stephanie Potter. Stephanie can be reached at 608-617-5691 or by email at spotter@msa-ps.com.

- Upon receiving a completed Application as noted above, the Village of Kimberly and MSA have 10 business days to review and respond. Do not attempt to calculate fees or submit payment at the time an application is submitted.
- Upon approval, an email will be sent to the contractor listed on the permit. Information will be provided therein noting that the permit has been approved pending payment. The total amount due and a primary contact for inspections will be noted within the email.
- Permit fees are reviewed annually to ensure compliance and reflect the cost of service.
- Payments may be:
 - Paid in-person via cash, check or credit card during business hours 8am to 4pm Monday through Thursday or 8am to noon on Fridays.
 - Paid over the phone via credit card.
 - Mailed into the Village of Kimberly at 426 W Kimberly Ave, Kimberly, WI 54136.
 - Placed in the drop box outside of the library at 515 W Kimberly Ave, Kimberly WI 54136.
 - Note all credit card payments are subject to a processing fee.
- All permit fees include inspection fee per square footage of home and garage, zoning fee, erosion control fee, state seal, grade fee, park impact fee, village sewer fee, right-of-way fee, and a water meter fee which is collected and passed onto the Heart of the Valley Metro Sewerage District.
- All work must be commenced within six months from the date of the permit issuance. All permits are valid for one year. If extensions are needed, please reach out to the Village or MSA prior to the permit expiration.
- Any work commenced prior to the issuance of a permit will be charged double the permit fee.
- A placard will be provided upon all trades receiving an approved permit.
- All inspections requests shall be made a minimum of 48 hours in advance of the actual inspection and work being completed that requires the inspection. Do not proceed to the

next phase of work until the inspection is completed. The Village does recommend taking photos of the progress throughout the project phases. Re-inspections may be subject to a fee per the municipal fee schedule. The following inspections below are required:

- Soil and erosion control
- Laterals and water prior to backfill
- Footings after formed and rebar is in place and before they are poured
- Foundations after formed and rebar is in place and before they are poured
- Foundation prior to backfill
- Electrical service inspections
- Water barrier and flashing
- Underground plumbing and heating
- Sub slab vapor retarder
- All phases of rough ins
- Insulation
- Final Inspection
- The Village of Kimberly will set the sidewalk, driveway, and landscape grades. Contact the Village at 920-788-7507 at least 5 business days prior to the schedule grading or concrete forms being installed. Upon contact, the Village of Kimberly will have a third party set the appropriate grade heights.

After Completion

After the project is complete:

- All erosion control measures shall be maintained and in place until vegetation has been established.
- All yards shall within a reasonable time be graded with topsoil and seeded as to not create further erosion issues or a nuisance to the surrounding neighborhood.
- Contact the Streets Division at 920-788-7507 to schedule the drop off of a garbage and recycling can.
- Contract the Water Utility Clerk to setup the billing for the new water meter at 920-788-7500.
- Contact the Community Development Department and/or the local Postmaster to discuss the place and type of mailbox needed whether that be wall mounted or a road size box. All mailboxes at the road shall meet the specifications of a T4 mailbox, shall be mounted 41” to 45” from the road surface to the bottom of the box, and shall have the front of the box be 6” to 8” from the curb or edge of the road.