

CHECK THE INFORMATION OF LAND YOU OWN OR PLAN TO PURCHASE IN RICHLAND COUNTY

**Zoning and Sanitation
Department
608-647-2447
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PLANNING ON BUILDING? WHAT PERMITS ARE NEEDED?

**The following information is pertinent
for anyone who is planning on
building in Richland County.**

Building a new home can be a confusing process. This pamphlet is designed to help the homeowner understand the permitting process required in **Richland County**. If you need further assistance, contact the Zoning Office.

Often times the builder will be the person acquiring the necessary permits. However, the more you understand about your building process, the smoother the operation should be.

Obtaining the necessary permits takes time and planning; so allow for this when you are considering a construction start date as all necessary permits ***must*** be obtained ***prior*** to the start of construction. Many of the permits may be obtained well in advance.

Certain County Zoning regulations should be understood when you are buying rural acreage on which you plan to build. Knowledge of how a parcel of land is zoned prior to buying a property may save you a considerable amount of time and expense.

Some Zoning Issues to Consider When Purchasing Acreage in Richland County:

- ❖ Check to see how the property you are planning on purchasing is zoned.
- ❖ Will it need to be rezoned? If so, will a land survey be required? (This process may take up to three months if needed.)
- ❖ Has a soil test been completed to verify the location and type of septic system?
- ❖ Check to see if there is any floodplain or wetlands on the property you are planning on purchasing. (ALL TOWNSHIPS HAVE FLOODPLAIN, SHORELAND AND WETLAND ZONING)

These items must be obtained prior to the starting of construction for a residence:

1. Soil Test Filing (\$125.00)
2. Driveway Permit from Township, County or State depending on road (Fee varies)
3. County Address Sign (\$100.00 + \$50.00 *if* an additional trip is necessary)
4. Sanitary Permit (\$550.00) – Mounds and At-Grades require State approved plans and could take up to 6 weeks
 - ◆ Submitted by Plumber
 - ◆ Approved by County
 - ◆ Maintenance Agreement recorded on Deed (\$30.00 payable to Register of Deeds)
5. Land Use Permit (\$0.20 per square foot, determined from largest floor of living space, with minimum fee of \$225.00) obtained from the Richland County Zoning Office
6. Uniform Dwelling Code Permit (Building permit) obtained from the Uniform Dwelling Code Inspector listed as follows:

**ALTHOUGH A TOWNSHIP MAY BE UNZONED,
THESE ABOVE LISTED ITEMS ARE STILL
REQUIRED.**

Wisconsin Municipal Building Inspectors Uniform Dwelling Code Inspector

**Akan Township
Bloom Township
Buena Vista Township
Dayton Township
Eagle Township
Forest Township
Henrietta Township
Marshall Township
Orion Township
Richwood Township
Rockbridge Township
Sylvan Township
Westford Township
Willow Township
Village of Boaz
Village of Cazenovia
Village of Yuba**

are issued by:
WI Municipal Building Inspectors
Mike Reuter
1-608-642-0463
Fax 1-608-348-3617

Ithaca Township
Village of Lone Rock is issue by:
General Engineering Company
Dennis Butteris
1-608-745-4070
1-608-617-1216
Fax 1-608-745-5763

Richland Township is issued by:
Johnson Inspections
1-608-444-0372
1-608-647-5364

Village of Viola is issued by:
Wayne Haugrud
1-608-625-2661

**A State building permit is required for any
new residence or residential additions.**

Township & Village Information

Town of Akan

- ◆ Akan Town Board meets at 6:00 p.m. on the second Thursday of the month at the Akan Town Hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Richard Kientopf, Chariman at 608-606-9226 or Jessica Laeseke at 608-604-7634.

Town of Bloom

- ◆ Bloom Town Board meets at 8:00 p.m. on the second Tuesday of the month at the town hall.
- ◆ Is not zoned under Richland County Zoning. Residential Land Use permits are required from the County.
- ◆ Any questions contact Wayne Morse, Jr, Chairman at 608-754-3442.

Town of Buena Vista

- ◆ Buena Vista Town Board meets at the Buena Vista Town Hall in Gotham on the second Thursday of month, which may be subject to change occasionally.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Floyd Bartow, Jr, Chairman at 608-215-2268.

Town of Dayton

- ◆ Dayton Town Board meets at 6:00 p.m. on the second Wednesday of the month at the town hall on County Hwy ZZ.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Kim Clark, Chairman at 608-604-2274.

Town of Eagle

- ◆ Eagle Town Board meets at 6:00 p.m. on the second Wednesday of the month at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Brian McGraw, Chairman at 608-739-3592.

Town of Forest

- ◆ Forest Town Board meets at 6:00 p.m. on the second Tuesday of the month at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Lynette Owens, Clerk at 608-627-1270 or John Matthes, Chairman at 608-606-4590.

Town of Henrietta

- ◆ Henrietta Town Board meets at 7:00 p.m. on the second Thursday of the month at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Todd Stittleburg, Chairman at 715-896-1006.

Town of Ithaca

- ◆ Ithaca Town Board meets on the first Monday of the month at the town hall/garage.
- ◆ Zoned under Town of Ithaca zoning ordinance.
- ◆ Building permits are required from Township.
- ◆ Any questions contact Steve Michel, Chairman at 608-963-0040.

Town of Marshall

- ◆ Marshall Town Board meets at 7:00 p.m. on the second Tuesday at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Jerome Durst, Chairman at 608-604-4979.

Town of Orion

- ◆ Orion Town Board meets at 5:30 p.m. on the third Wednesday of the month at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Marc Couey, Chairman at 608-475-9696.

Town of Richland

- ◆ Richland Town Board meets at 7:00 p.m. on the second Wednesday of the month at the town hall/garage.
- ◆ Zoned under Richland County Zoning outside of the City of Richland Center's ET. Land Use permits are required from the County outside of the ET.
- ◆ Any questions contact Matt Williams, Chairman at 608-383-3507.

Town of Richwood

- ◆ Richwood Town Board meets at 6:30 p.m. on the second Monday of the month at the town hall.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Jesse Zimpel, Chairman at 608-537-2044.

Town of Rockbridge

- ◆ Rockbridge Town Board meets on the third Thursday of the month at the town hall.
- ◆ Zoned under Town of Rockbridge Zoning Ordinance. Building permits are required from the Township.
- ◆ Any questions contact Alan Sherwood, Chairman at 608-709-9303.

Town of Sylvan

- ◆ Sylvan Town Board meets at 6:00 p.m. on the second Tuesday of the month at the town shop.
- ◆ Is not zoned under Richland County Zoning. Residential Land Use permits are required from the County.
- ◆ Any questions contact Patrick Marshall, Chairman at 608-538-3105.

Town of Westford

- ◆ Westford Town Board meets on the first Thursday of the month at the town garage.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Gary Curfman, Chairman at 608-415-0837.

Town of Willow

- ◆ Willow Town Board meets at 7:00 p.m. usually the first day of each month at the community building in Loyd but dates may vary. Contact Tim Willis, Chairman at 608-986-4191 or Lauren Moe, Clerk at 608-604-8983 for exact dates.
- ◆ Zoned under Richland County Zoning. Land Use permits are required from the County.
- ◆ Any questions contact Tim Willis, Chairman at 608-986-4191.

Village of Boaz

- ◆ Any questions contact Jean Nicks, President at 608-479-0616 or Susie Hauri, Clerk/Treasurer at 608-536-3466.

Village of Cazenovia

- ◆ Any questions contact Jeffrey Even, President at 608-415-0054 or Rita Bulin, Clerk at 608-354-7755.

Village of Lone Rock

- ◆ Any questions contact Dan Quinn, President at 608-583-2510.

Village of Viola

- ◆ Any questions contact Daren Mathes, President at 608-627-1359 or Dana George, Clerk/Treasurer at 608-627-1831.

Village of Yuba

- ◆ Any questions contact Terrance Jindrick, President at 608-574-9547 or James Ueeck, Clerk at 608-528-4942.

City of Richland Center

- ◆ Any questions contact Todd Coppernoll, Mayor at 608-647-3466 or Aaron Joyce, Clerk/Treasurer at 608-647-3466. City Council meets on the 1st and 3rd Tuesday of each month at 7:30 p.m. in the City Municipal Building.