

ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE

COUNTY BOARD APPROVAL (November 2023)

No Zoning Permit is required for ordinary maintenance repairs such as painting, decorating, paneling, shingling, siding, and the replacement of doors, windows and other NON-STRUCTURAL components.

IF YOU ARE NOT SURE IF A PERMIT IS REQUIRED, CALL ZONING AT 920-674-7130 BEFORE STARTING!!!

Checks for Permit and/or Inspection Fees Made Payable to: *Jefferson County*

NOTE: A double permit fee will be charged for all after-the fact permits (Minimum fee of \$100)

STRUCTURAL ALTERATION/REPAIR or CHANGE OF USE - Includes ANY CHANGE in the supporting members of a structure, such as foundations, bearing walls, columns, beams, girders, or change in window or door dimensions, but not classified as an addition or new structure. \$ 50.00

RESIDENTIAL STRUCTURES	STANDARD	*SHORELAND
SINGLE FAMILY HOME	\$ 600.00	\$ 650.00
DUPLEX & MULTI-FAMILY	\$ 400.00/UNIT	\$ 450.00/UNIT
ADDITION (HABITABLE) <500 sq.ft	\$ 150.00	\$ 200.00
ADDITION (HABITABLE) ≥500 sq.ft.	\$ 200.00	\$ 250.00
ADDITION (NON-HABITABLE) <500 sq.ft. (Includes garages, porches, etc...)	\$ 50.00	\$ 100.00
ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, porches, etc...)	\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (enclosed w/roof) ≤200 sq.ft.	\$ 30.00	\$ 80.00
<500 sq.ft.	\$ 50.00	\$ 100.00
≥500 sq.ft.	\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (not enclosed)- (Includes decks, pools, lean-to's, patios, wetland piers, etc)		
<500 sq. ft.	\$ 30.00	\$ 80.00
≥ 500 sq.ft.	\$ 100.00	\$ 100.00
NON-STRUCTURAL- (Includes floodplain fill, plantings, ponds, shoreland alterations, etc.)		
<250 sq. ft.		\$ 50.00
≥250 sq. ft.		\$ 100.00
VIEWING/ACCESS CORRIDOR ESTABLISHMENT		\$ 100.00
NAVIGABILITY DETERMINATION		\$ 100.00
WATERFRONT PROPERTY REVIEW		\$ 50.00
MITIGATION/IMPERVIOUS SURFACE PLAN REVIEW		\$ 100.00
TREE REMOVAL		\$ 30.00

NOTE: FOR ALL FLOODPLAIN: ADD ADDITIONAL \$150 TO ALL STRUCTURE FEES

*Shoreland fees are for any lot or project within 300 feet of the Ordinary High Water Mark.

NON-RESIDENTIAL PERMITS

For non-residential permits, a fee of \$150 is added to any permit for a structure in the floodplain.

AGRICULTURAL STRUCTURES (shoreland fee exempt)		AGRI-BUSINESS	
<499 sq.ft.	\$ 30.00	PRINCIPAL	\$ 300.00
500-999 sq.ft.	\$ 50.00	ADDITIONS	\$ 150.00
1000-1499 sq.ft.	\$ 80.00	ACCESSORY STRUCTURES >1,000 sq.ft.	\$ 100.00
1500-1999 sq.ft.	\$ 100.00	ACCESSORY STRUCTURES <1,000 sq.ft.	\$ 50.00
2000-4999 sq.ft.	\$ 150.00	SIGN PERMITS \$25 or \$0.50/square foot, whichever is greater	
5000+ sq.ft.	\$ 200.00	SUBDIVISIONS/CSM (CERTIFIED SURVEY MAP)	
BUSINESS/INDUSTRIAL		PRELIMINARY SUBDIVISION PLAT	\$ 350 + \$10/LOT
PRINCIPAL STRUCTURE	\$ 500.00	FINAL SUBDIVISION PLAT	\$ 200.00
ADDITION <500 sq.ft.	\$ 150.00	CONDOMINIUM PLAT	\$ 200 + \$10/LOT
ADDITION ≥500 sq.ft.	\$ 300.00	CERTIFIED SURVEY - PRELIMINARY	\$ 50.00
ACCESSORY STRUCTURES >1,000 sq. ft.	\$ 150.00	CERTIFIED SURVEY - FINAL	\$ 50.00
ACCESSORY STRUCTURES <1,000 sq. ft.	\$ 100.00	CAMPGROUNDS	
OUTSIDE STORAGE IN I ZONE	\$ 50.00	FILL	\$ 50.00
REMOVAL OF STRUCTURE/RAZE PERMIT	\$ 30.00	ACCESSORY	\$ 50.00
SALVAGE YARD LICENSE	\$ 50.00	MOBILE TOWER	
REVISION FEE/EXTENSION	\$ 50.00	NEW & CLASS 1 COLLOCATION	\$ 3,000.00
ZONING VERIFICATION LETTER	\$ 100.00	CLASS 2 COLLOCATION	\$ 500.00

PETITION FEES

CONDITIONAL USE	\$ 300.00	REZONING PETITION FEE - 1 lot	\$ 300.00
Conditional Use application with Rezone	\$ 100.00	2 or more lots	\$ 50.00 per lot
		APPEAL FEE	\$ 500.00
REAPPLICATION FEE	\$ 100.00	VARIANCE	\$ 450.00
ADMINISTRATIVE DATCP REPORTING FEE FOR REZONING OUT OF A-1 (Non-refundable, paid at time of application)			\$ 100.00

PLANS/ORDINANCES	
JEFFERSON COUNTY AGRICULTURAL PRESERVATION & LAND USE PLAN	\$ 40.00
Disc Format (Includes Shipping)	\$ 5.00
JEFFERSON COUNTY ZONING ORDINANCE	\$ 30.00
JEFFERSON COUNTY PRIVATE SEWAGE SYSTEM ORDINANCE	\$ 5.00
JEFFERSON COUNTY FLOODPLAIN ORDINANCE	\$ 12.00
JEFFERSON COUNTY LAND DIVISION/SUBDIVISION ORDINANCE (Mailing fees to be added to the above as appropriate)	\$ 9.00
SANITARY PERMIT FEES	
TYPE OF SYSTEM	FEE
MOUND & IN-GROUND PRESSURE	\$ 675.00
HOLDING TANKS	\$ 775.00
IN-GROUND NON-PRESSURE	\$ 600.00
ATU (Aerobic Treatment Unit)-Separate Installation	\$ 425.00
ATU - (If added as part of an entire system install. Addtl fee not required for sand filter)	\$ 250 addtl
LARGE SCALE (DNR Defined)	\$ 975.00
SAND FILTER	\$ 925.00
REVISIONS/REPAIRS	
TANK REPLACEMENT	\$ 375.00
REPAIRS (Includes recoring of existing mound, sand filter, or adding turn-ups. Does not include other system replacement)	\$ 375.00
REVISIONS/RECONNECTION	\$ 100.00
TRANSFERS	\$ 50.00
PERMIT EXTENSIONS (prior to expiration)	\$ 100.00
MISCELLANEOUS FEES	
RE-INSPECTIONS (If not complete on initial inspection)	\$ 50.00
INSPECTIONS (Charged for every inspection after the fourth (per system))	\$ 75.00
SOIL TEST REVIEW FEE	\$ 80.00
WISCONSIN FUND APPLICATION FEE	\$ 100.00
AGENT STATUS REVIEW FEE	\$ 300.00
NOTE: A Maintenance Agreement and \$30 recording fee is required for every sanitary permit, unless one is already recorded for the property. Contact the Department to verify if a maintenance agreement and fee is required.	
OTHER FEES AS ADOPTED BY COUNTY BOARD RESOLUTION NO. 93-94, REVISED RESOLUTION 2001-78, APPROVED ON 12/11/01	
Special Computer Reports- Minimum fee (up to 10 pages)	\$ 5.00
COMPUTER REPORTS (CUSTOM) - (page fee for reports over 10 pages)	\$ 0.65
CUSTOM EXTENSIVE SEARCHES OR CLERICAL SERVICES	\$ 40.00/HR
ADDRESS ASSIGNMENT - NEW CONSTRUCTION OR REASSIGNMENT	\$ 35.00
Deeds or Recorded Documents (first page) \$ 2.00	Photocopies - Letter & Legal \$ 0.25
Deeds or Recorded Documents (each add. page) \$ 1.00	Photocopies - 11" X 17" \$ 0.50
Emailed Recorded Documents (first page) \$ 2.00	Property Map Copies - 18" X 24" \$ 2.50
Emailed Recorded Documents (each add. page) \$ 1.00	Photocopies - 24" X 36" \$ 5.00
Emailed Non-Recorded Documents (each page) \$ 0.25	Photocopies - 36" X 48" \$ 8.00
MAP PLOTS	
8 1/2" x 11" Black and White \$ 0.25	18" X 24" Black and White or Color \$ 8.00
18" X 24" Black and White \$ 2.50	24" X 36" Black and White or Color \$ 15.00
8 1/2" X 11" Color \$ 3.75	36" X 36" Black and White or Color \$ 20.00
11" X 17" Black and White or Color \$ 5.00	36" X 42" Black and White or Color \$ 25.00

Jefferson County Planning & Development Department

311 S. Center Ave., Room C1040, Jefferson, WI 53549

Phone 920-674-7131; FAX 920-674-7525

www.jeffersoncountywi.gov

TOWNSHIP BUILDING INSPECTORS

Check with local building inspector for all applicable permits required in your township.

AZTALAN – Greg Noll 920-675-9062

COLD SPRING – Greg Noll 920-675-9062

CONCORD – Thomas Marks 262-490-0513

FARMINGTON – Greg Noll 920-675-9062

HEBRON – Greg Noll 920-675-9062

IXONIA – Archie Stigney 920-261-2966

JEFFERSON – Greg Noll 920-675-9062

KOSHKONONG – Greg Noll 920-675-9062

LAKE MILLS - Chris Butschke 608-576-6371

MILFORD – Mike Sindorf 262-490-4141

OAKLAND – Greg Noll 920-675-9062

PALMYRA - Thomas Marks 262-490-0513

SULLIVAN – Greg Noll 920-675-9062

SUMNER – Dave Geraths 608-697-7776

WATERLOO - Chris Butschke 608-576-6371

WATERTOWN – John Moosreiner 262-490-0277