



**City of Sun Prairie**  
 Building Inspection Division  
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## Plan Review and Permit Fees

**Note:** The City of Sun Prairie Building Inspection Division has made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond the City's control, the City of Sun Prairie does not guarantee the accuracy of this document and is not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

**Permits are required any time a project exceeds \$250 or as specified within this list**

### FLAT RATE PROJECT PERMITS

(Projects that are not associated with New Construction/Addition/Remodel)

**Deck Permit** - \$100.00 (plus Plan Review, Aerial Imaging and Erosion Control Fees).

**Fence Permit** - \$50.00

**Residential Yard Shed** - \$50.00 (plus Aerial Imaging and Erosion Control Fees).

**Permanent Swimming Pool Permit** - \$100.00 all inclusive

**Roof Replacement Permit (One & Two Family)** - \$50.00

**All Other Roof Replacement Permit** - \$100.00

**Siding/Soffit/Fascia Permit** - \$50.00

**Windows/Doors Permit** - \$50.00

**Water Heater Permit** - \$50.00 per unit

**Water Treatment Device Permit** - \$50.00 per unit

**Residential Furnace Permit** - \$50.00

**Residential A/C Permit** - \$50.00 plus \$50.00 electric if new installation

**Commercial HVAC Equipment** - \$100.00 per unit

**Residential Electrical Service Permit** - \$50

**Moving or Demolition Permit** - \$50 per building

**Sign Permit** - \$50.00 plus \$1.00 per square of sign area

**Minimum Permit Fee** - \$50 **Special Inspections** - \$25/ half-hour

Misc. Fire Sprinkler or Fire Alarm System Permit not listed below - \$100

### **New Construction/Addition/Alteration Building Groups**

**Group 1**<sup>1</sup> - All residential buildings, single family, two-family and multifamily dwellings, and residential garages. (This group does not include hotels, motels or institutional buildings).

<sup>1</sup> **Note:** Certain projects within group 1 have set permit fees. Please see Miscellaneous Permit Fees

**Group 2** - General and professional offices, barber shops, beauty parlors, bowling alleys, dry-cleaning establishments, clinics, natatoriums, shelters, hotels and motels, taverns, restaurants, cafeterias, retail establishments, commercial garages, service stations, churches, assembly halls, theaters, exhibition buildings, educational institutions, hospitals, nursing homes, places of detention, gymnasiums, arenas, laboratories, lodge halls, funeral homes, libraries, skating rinks, dance halls, and armories.

**Group 3** - Warehouses, freight terminals, storage buildings, refrigeration storage, factories, machine shops, electric sub-stations, sewage treatment plants, heating plants, steam & electric generating plants, transformer vaults and other building not classified in Groups 1 or 2.

**All areas\***- Areas included for fee calculation purposes shall include all floor levels, basement, attached garages, decks, porches, and all spaces enclosed and under roof. All area shall be the area associated with the particular project.

### NEW CONSTRUCTION AND ADDITION PERMITS

#### Building Fees

Building permit fees shall be the sum of:

Base Fee - \$50 plus:

Fee Determined by Building Group and Size

Group 1 \$.09 per square foot of all areas\*

Group 2 \$.14 per square foot of all areas\*

Group 3 \$.06 per square foot of all areas\*

#### Electrical Fees

Electrical permit fees shall be the sum of:

Base Fee - \$50, plus:

Fee Determined by Building Group and Size

Group 1 \$.06 per square foot of all areas\*

Group 2 \$.07 per square foot of all areas\*

Group 3 \$.06 per square foot of all areas\*

#### Plumbing Fees

Plumbing permit fees shall be the sum of:

Base Fee - \$50, plus:

Fee Determined by Building Group and Size

Group 1 \$.06 per square foot of all areas\*

Group 2 \$.07 per square foot of all areas\*

Group 3 \$.06 per square foot of all areas\*

#### Heating/Ventilating/Air Conditioning Fees

Heating/Ventilating/Air Conditioning permit fees shall be the sum of:

Base Fee - \$50, plus:

Fee Determined by Building Group and Size

Group 1 \$.06 per square foot of all areas\*

Group 2 \$.07 per square foot of all areas\*

Group 3 \$.06 per square foot of all areas\*

#### Fire Sprinkler System Fees

Fire Sprinkler System permit fees shall be the sum of:

Base Fee - \$50, plus:

Fee Determined by Building Group and Size

Group 1 \$.02 per square foot of all areas\*

Group 2 \$.03 per square foot of all areas\*

Group 3 \$.01 per square foot of all areas\*

#### Fire Alarm System Fees

Fire Alarm System permit fees shall be the sum of:

Base Fee - \$50, plus:

Fee Determined by Building Group and Size

Group 1 \$.02 per square foot of all areas\*

Group 2 \$.03 per square foot of all areas\*

Group 3 \$.01 per square foot of all areas\*

## ALTERATION AND REPAIR PERMITS

### Building Fees

Building permit fees shall be the greater of:  
Base Fee - \$50 or:  
Fee Determined by Building Group and Size  
Group 1 \$.09 per square foot of all areas\*  
Group 2 \$.14 per square foot of all areas\*  
Group 3 \$.06 per square foot of all areas\*

### Electrical Fees

Electrical permit fees shall be the greater of:  
Base Fee - \$50, or:  
Fee Determined by Building Group and Size  
Group 1 \$.06 per square foot of all areas\*  
Group 2 \$.07 per square foot of all areas\*  
Group 3 \$.06 per square foot of all areas\*

### Plumbing Fees

Plumbing permit fees shall be the greater of:  
Base Fee - \$50, or:  
Fee Determined by Building Group and Size  
Group 1 \$.06 per square foot of all areas\*  
Group 2 \$.07 per square foot of all areas\*  
Group 3 \$.06 per square foot of all areas\*

### Heating/Ventilating/Air Conditioning Fees

Heating/Ventilating/Air Conditioning permit fees shall be the greater of:  
Base Fee - \$50, or:  
Fee Determined by Building Group and Size  
Group 1 \$.06 per square foot of all areas\*  
Group 2 \$.07 per square foot of all areas\*  
Group 3 \$.06 per square foot of all areas\*

### Fire Sprinkler System Fees

Fire Sprinkler System permit fees shall be the greater of:  
Base Fee - \$50, or:  
Fee Determined by Building Group and Size  
Group 1 \$.02 per square foot of all areas\*  
Group 2 \$.03 per square foot of all areas\*  
Group 3 \$.01 per square foot of all areas\*

### Fire Alarm System Fees

Fire Alarm System permit fees shall be the greater of:  
Base Fee - \$50, or:  
Fee Determined by Building Group and Size  
Group 1 \$.02 per square foot of all areas\*  
Group 2 \$.03 per square foot of all areas\*  
Group 3 \$.01 per square foot of all areas\*

## MISCELLANEOUS FEES

Exterior Sanitary, Water, and Stormwater Systems –  
\$50.00 per 100 lineal foot of pipe.

Erosion Control Fees (any land disturbance)  
Accessory Structures and Additions up to one acre - \$0.015 per square foot of building footprint  
Group 1 New Construction up to one acre - \$170 plus \$0.015 per square foot of building footprint  
Group 1 one acre or more, Group 2 and Group 3 - charged through Engineering Department

Early Start Permit – Group 1 \$150.00 Group 2 & 3 \$225.00

Driveway Opening - \$25.00

Wisconsin State Seal - \$33.00

Certificate of Occupancy - \$50.00 per unit

Delinquent Permit Penalty - A penalty equal to the amount of the permit fee at the time of application shall be assessed whenever the required permit is not obtained prior to commencing work.

Misc. or extraordinary administrative or field inspection services -  
\$25.00 per half hour

### Refuse/Recycling Fee

|                | Q1      | Q2      | Q3      | Q4      |
|----------------|---------|---------|---------|---------|
| Refuse         | \$58.50 | \$39.00 | \$19.50 | \$78.00 |
| Refuse Cart    | \$50.64 |         |         |         |
| Recycling      | \$33.75 | \$22.50 | \$11.25 | \$45.00 |
| Recycling Cart | \$50.64 |         |         |         |

Aerial Imagery Fee (New construction/additions) -  
\$0.03 per square foot of building footprint

Street Tree Fee (New construction only) -  
Residential per dwelling unit or Commercial per fifty feet of street frontage  
\$325.00

For a complete breakdown of the following fees, please see the city website or call/email.

Park Development or Park Impact Fee (Group 1 New Construction) –  
Varies by project & location

Sanitary Sewer Connection Fee  
Varies by project & location

Sanitary Main Interceptor Improvement Fee  
Varies by project & location

Traffic Impact Fee  
Varies by project & location

## **COMMERCIAL PLAN REVIEW**

The City of Sun Prairie has been appointed as a plan review agent municipality by the Wisconsin Department of Safety and Professional Services' Division of Industry Services. This appointment authorizes the City to conduct plan review services for public buildings and places of employment located within the City. Plan review for these buildings will now take place with the City of Sun Prairie in lieu of the State of Wisconsin. The City will perform all aspects of plan review for new construction, alterations, or additions.

## **COMMERCIAL PLAN REVIEW FEES**

### **BUILDING/HVAC PLAN REVIEW FEES**

This applies to Building and/or HVAC plan examination of all New/Addition/Remodel projects that involve public buildings or places of employment as defined in SPS 360.

**Fees for this plan review service are as follows:**

| <b>Area (Square Feet)</b> | <b>Building Plans</b> | <b>HVAC Plans</b> |
|---------------------------|-----------------------|-------------------|
| Footing/Foundation        | \$250                 | N/A               |
| Less than 2,500           | \$250                 | \$150             |
| 2,501 - 5,000             | 300                   | 200               |
| 5,001 - 10,000            | 500                   | 300               |
| 10,001 - 20,000           | 700                   | 400               |
| 20,001 - 30,000           | 1,100                 | 500               |
| 30,001 - 40,000           | 1,400                 | 800               |
| 40,001 - 50,000           | 1,900                 | 1,100             |
| 50,001 - 75,000           | 2,600                 | 1,400             |
| 75,001 - 100,000          | 3,300                 | 2,000             |
| 100,001 - 200,000         | 5,400                 | 2,600             |
| 200,001 - 300,000         | 9,500                 | 6,100             |
| 300,001 - 400,000         | 14,000                | 8,800             |
| 400,001 - 500,000         | 16,700                | 10,800            |
| Over 500,000              | 18,000                | 12,100            |

### **FIRE PROTECTION PLAN REVIEW FEES**

This applies to Fire Sprinkler system and/or Fire Alarm system plan examination of all New/Addition/Remodel projects that involve public buildings or places of employment as defined in SPS 360.

**Fees for this plan review service are as follows:**

| <b>Area (Square Feet)</b> | <b>Fire Alarm</b> | <b>Fire Suppression</b> |
|---------------------------|-------------------|-------------------------|
| Less than 2,500           | \$30              | \$30                    |
| 2,501 - 5,000             | 60                | 60                      |
| 5,001 - 10,000            | 100               | 100                     |
| 10,001 - 20,000           | 150               | 150                     |
| 20,001 - 30,000           | 200               | 200                     |
| 30,001 - 40,000           | 350               | 350                     |
| 40,001 - 50,000           | 500               | 500                     |
| 50,001 - 75,000           | 700               | 700                     |
| 75,001 - 100,000          | 1,000             | 1,000                   |
| 100,001 - 200,000         | 1,200             | 1,200                   |
| 200,001 - 300,000         | 3,000             | 3,000                   |
| 300,001 - 400,000         | 4,400             | 4,400                   |
| 400,001 - 500,000         | 5,600             | 5,600                   |
| Over 500,000              | 6,400             | 6,400                   |

### **PLUMBING PLAN REVIEW FEES**

Plumbing plan examination fees of all New/Addition/Remodel projects that involve public buildings or places of employment as defined in SPS 360 are calculated off of the application form at the point of service. The fee schedule can be found on the form.