



# TOWN OF JEFFERSON

To obtain a building in the [Town of Jefferson](#), a zoning and land use permit must first be obtained from the [Jefferson County Zoning Department](#). Please contact them for all zoning permit requirements.

 [Jefferson County Zoning](#)  [\(920\)-674-7131](tel:(920)674-7131)

## Permit Submittal Requirements: (Digital Versions Preferred)

- [Uniform Building Permit Application](#)
- Construction Plans (digital versions are preferred or 2 hard copies). [Plan example](#)
- Site Plan showing any setbacks, easements, and erosion control as required per code
- Copy of the approved [Jefferson County Zoning](#) permit
- Heat Loss calculations (new homes only)
- State Approved Plans (commercial/industrial only)
- New construction 1-2 family homes shall submit an online permit using the following link at [Wisconsin Department of Safety and Professional Services Division of Industry Services](#)

## The Following Construction Activities Require A Building Permit:

- All new one and two family, and all new multi-family dwellings
- All residential building alterations/additions 500 sq. ft.(total floor area) or larger
- All accessory structures 500 sq. ft.(total floor area) or larger (excluding agricultural)
- All commercial/industrial projects
- All electrical services: including new and upgrades



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## Permit Fees:

### New 1-2 family homes(includes all mechanicals)

- ❑ \$850.00 For 3000 sq. ft. or less total floor area
- ❑ \$150.00 For each 1000 sq. ft. or portion of floor area exceeding 3000 sq. ft.
- ❑ \$ 50.00 Base fee
- ❑ \$ 35.00 State seal fee

### Accessory structures (includes all mechanicals)

- ❑ \$5.00 per 1000 of total project cost, (min permit fee of \$200 max of \$1000)

### Residential additions/remodels (includes all mechanicals)

- ❑ \$5.00 per 1000 of total project cost, minimum permit fee of \$150.00

### Decks

- ❑ 250 - 500 sq. ft. - \$150
- ❑ 500 sq. ft + - \$200

### Electrical services

#### [Electrical Service Permit Application - Town of Jefferson](#)

- ❑ Single phase, first 200 amp is \$78, each additional 100 amp is \$12.50
- ❑ Three phase, first 200 amp is \$125.00, each additional 100 amp is \$12.50

### Commercial/Industrial projects

- ❑ \$6.00 per 1000 of total project cost, minimum permit fee \$250.00

### Solar/PV system install

- ❑ \$150 building permit + electrical service permit



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**\*\*Double permit fee for work started without permits**

**\*\*Special Inspection fee \$75**

**\*\*Renewal of expired permit \$200(min)**

All permits can be submitted by email to [municipalzoningandinspection@gmail.com](mailto:municipalzoningandinspection@gmail.com)

If you are unable to email your submittal, please mail paperwork to the following address:

**MZIS  
PO Box 123  
Jefferson, WI 53549**

Once all required documents are submitted, an inspector will review them and contact you with a permit fee. Permit fees may be paid by check or credit card. A 3% processing fee will be added to any card transaction.

**\*\*Permits are not considered issued until payment has been received\*\***

If you have any questions on the permit process please call us at 📞 **(920)-675-9062**