

**NOTE: PLEASE ALLOW A MINIMUM OF 7 TO 10 BUSINESS DAYS TO PROCESS THE APPLICATION MATERIALS**



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN  
N178 COUNTY RD N, APPLETON, WI 54915  
Phone: (920) 734-8599 Fax: (920) 734-9733**

## **Building Permit Guidelines for Commercial/Industrial Construction**

*This is a guide to outline the Town of Buchanan building permit process. Please read through the entire document to fully understand each step that is involved in the building permit process. For contact information or if any questions arise, please refer to the Key Contacts on page 6. **Once all of the outlined steps have been completed, the Town of Buchanan will review the submitted building permit within 7 to 10 business days. Any missing information will delay the building permit approval until the necessary information is completed and/or submitted.***

**Step-1: Has a site plan for the property been approved by the Town of Buchanan?**  YES  NO

If no, please contact the Town Administrator for the Town of Buchanan site plan approval process and fees. Site plan approval is required for any new commercial/industrial development and for all commercial/industrial additions in excess of 2,000 sq. ft. or more. Use of the property must also meet Town of Buchanan zoning regulations.

**Step-2: Is the property within 300 ft. of a navigable stream?**  YES  NO  
**AND/OR is the property in a floodplain/way?**  YES  NO

If no, please skip to Step 3.

If yes, please contact the Outagamie County Zoning Department to obtain a **shoreland zoning permit and/or a conditional use permit**. The County Zoning Department will be able to determine if either permit is needed for the project. These Outagamie County permits must be obtained **prior** to applying for a building permit with the Town of Buchanan.

**Step-3: Has a sanitary/sewer or well & holding tank/mound permit been obtained?**  YES  NO

If no, and the property is inside of the boundaries of the Darboy Sanitary District, please contact Darboy Joint Sanitary District #1 to obtain a **sanitary/sewer & water permit**. The Darboy Joint Sanitary District #1 permit cost varies and must be obtained **prior** to applying for a building permit with the Town of Buchanan.

If no, and the property is outside of the Darboy Sanitary District, please obtain a **sanitary holding tank or mound permit and well water permit** from Outagamie County Zoning Department. The Outagamie County permit must be obtained **prior** to applying for a building permit with the Town of Buchanan.

If an applicant is not sure if the property is in the Sanitary District, please contact the Darboy Joint Sanitary District #1.

**Step-4a: Has an erosion control & stormwater plan for the property been approved?**  YES  NO

If no, please obtain the necessary **erosion control/stormwater permit** from the Town of Buchanan. A detailed erosion control plan and stormwater management plan should be submitted with the building permit application. The Town Engineer will review these plans and make sure they meet Town of Buchanan requirements for erosion control and stormwater management. This Town of Buchanan permit must be obtained **prior** to fully processing a site plan and/or building permit application.

Please direct specific questions relating to ordinance requirements for erosion control and stormwater management to the Town Engineer.

**(Office Use Only)** Erosion Control application form e-mailed to Town Engineer on: \_\_\_\_\_

By: \_\_\_\_\_

**(Office Use Only)** Erosion Control Plan approval letter received from the Town Engineer?  YES  NO

**(Office Use Only)** Letter sent to applicant stating Erosion Control Plan approved with ERU amount?

YES  NO

**Step-4b: Has the Financial Guarantee Agreement for Erosion Control & Stormwater Management been completed and submitted?**  YES  NO

This agreement is a guarantee to pay for the erosion control and stormwater management installation and maintenance, as well as ongoing site inspections by the Town Engineer. This agreement needs to be completed by the applicant and filed with the Town of Buchanan **prior** to construction and building permit approval.

The estimate of the erosion control installation and maintenance will be calculated based on the submitted erosion control plan. If there is failure to comply with proper erosion control procedures, the Town of Buchanan will correct the erosion control issue and recover these costs from the applicant, per the agreement.

Also, actual erosion control inspection costs will be billed by the Town Engineer to the Town of Buchanan. The applicant is responsible for covering these ongoing costs. An estimate of the site inspections will be calculated based on the submitted erosion control plan. An escrow in advance payable to the Town of Buchanan will be required to cover these fees along with the other building permit fees. The erosion control inspection costs vary depending on actual rain events and length of construction. The sooner the vegetation is established following construction, the quicker the site inspections can be closed.

Please direct specific questions relating to the estimates to the Town Engineer.

**(Office Use Only)** Applicant submitted a complete and signed Financial Guarantee Form?  YES  NO

**(Office Use Only)** Applicant submitted the estimated escrow amount?

YES  NO

**Step-5: Has the Buchanan Stormwater Utility Permit application been completed and submitted?**

YES  NO

The Buchanan Stormwater Utility is a local stormwater utility that regulates the stormwater detention management within the boundaries of the Town Buchanan. The Utility's user charge is calculated by the total Equivalent Runoff Units (ERU) determined for a property. The Utility's Engineer will review the **User Determination Charge application** and determine the ERU allocation. This is used to track construction and to establish a future special charge on the property tax bill for the stormwater utility. The Buchanan

Stormwater Utility permit must be obtained **prior** to fully processing the Town of Buchanan building permit.

The application form is required and it will need to be returned to the Town of Buchanan with a separate \$50 permit review fee payable to the "Buchanan Stormwater Utility". The application form should be received at the same time the erosion control and stormwater plans are submitted.

Please direct specific questions relating to the Buchanan Stormwater Utility to the Utility Engineer.

**(Office Use Only)** User Determination Charge form e-mailed to Town Engineer on: \_\_\_\_\_  
By: \_\_\_\_\_

***Step-6: How many driveways are requested? # \_\_\_\_\_, Permit form complete for each?  YES  NO***  
A ***driveway/culvert permit*** is required for each access to Town of Buchanan roads and Outagamie County Highways. The permit form should be filled out for each driveway and culvert being installed. Please review the following Town of Buchanan Municipal Code sections, *456-3 Driveways & 456-4 Permits required for culverts*. The Town Engineer will collect the elevations and ditch grades on the applicant's property. Please be sure to pound wood stakes in the bottom of the ditch where each end of the culverts will be positioned. A cut sheet with calculations will be provided to the contractor, so the driveway and culvert can be installed at the proper grade. There shall be no on-site grading or construction **prior** to proper culvert installation.

Please direct specific questions related to the calculations received to the Town Engineer.

**(Office Use Only)** Driveway/Culvert form e-mailed to Town Engineer on: \_\_\_\_\_  
By: \_\_\_\_\_

***Step-7: Has the Outagamie County address request form been completed and submitted?***  YES  NO

An ***Outagamie County address request form*** will need to be filled out in order to have an address properly assigned to the property. Fill out the form completely and be sure to sketch the lot and include a measurement from the nearest driveway, road intersection or lot line to the center of the proposed driveway. These measurements need to be as accurate as possible. The certification statement must be signed by the applicant. Ceramic address tiles and a bracket will be provided by the Outagamie County Planning Department and available for pick-up at Town Hall once the Town of Buchanan receives them.

**(Office Use Only)** Address request form e-mailed to the Outagamie County on: \_\_\_\_\_  
By: \_\_\_\_\_

**(Office Use Only)** Did the completed address request form come back from the Outagamie County and get entered on all forms and manuals pertaining to the project?  YES  NO

***Step-8: Has the General Building Permit form been completed and submitted?***  YES  NO  
The Town of Buchanan requires a ***General Building Permit application*** be completely filled out, signed and submitted. The Town of Buchanan will also provide a copy of the proper zoning code that pertains to the property being built on. Commercial and Industrial projects are typically State inspected construction jobs.

Please direct specific questions to the Building Inspector.

**Step-9: Is a copy of the site plan and stamped State approved building plan included with the General Building Permit?**  YES  NO

The Town of Buchanan requires one (1) hard copy and one (1) digital copy of the site plan and State approved building plans with the submitted building permit application.

**Step-10: Is a new and/or replacement sign being installed?**  YES  NO

The Town of Buchanan requires a *separate General Building Permit application* be completely filled out, signed and submitted for any new and/or replacement signage. For regulations, see the Town of Buchanan Municipal Code, *525-Article VII Signs*. The cost of this permit varies based on sign type and location.

**Step-11: Knox Box**

The installation of a ***Knox Box*** on the building is required. The Town of Buchanan will provide an order form from the Knox Company. The applicant is responsible for ordering the Knox Box and installing it on the building. When construction is complete, the property owner should call the Town of Buchanan Fire Chief to verify a Knox Box has been installed and is ready to have a key placed in it for building entry in case of an emergency.

***Note: If the planned use is a restaurant, tattoo or piercing shop, hotel/lodging establishment, or convenience or food store Outagamie County Health and Human Services needs to be contacted to obtain the proper health department permits.***

## **Fees Payable to Town of Buchanan**

<b>Step-1</b> – Site Plan Application Fee:	\$350
<b>Step-4a</b> – Erosion Control & Stormwater Permit:	\$600
<b>Step-4b</b> – Erosion & Stormwater Financial Guarantee Amount:	\$ _____ <i>(Should be paid with separate check payable to Town of Buchanan)</i>
<b>Step-6</b> – Driveway/Culvert Permit:	\$75 + \$250/culvert
<b>Step-7</b> – Address Request Fee:	Actual cost
<b>Step-8</b> – General Building Permit:	\$650 (Fee includes all trades)

### **Payable to Buchanan Stormwater Utility**

<b>Step-5</b> – Buchanan Stormwater Utility Permit:	\$50
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### **IF Needed, Fee Payable to Town of Buchanan**

<b>Step-10</b> – Sign Permit Fees:	\$ _____
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***\*\*Any construction started without the proper permits in place will result in double permit fees\*\****

# Key Contacts

Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)  
Michael J.D. Brown, Administrator (920) 734-8599

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**Shoreland Zoning, Conditional Use and Well & Holding Tank/Mound Permit**  
Outagamie County Zoning Department, (920) 832-5255  
Website: <https://www.outagamie.org/government/n-through-z/zoning-administration/permit-applications-forms-and-fee-s>

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**Sewer/Water Permit**  
Darboy Joint Sanitary District #1, (920) 788-6048  
Website: <https://www.darboysanitary.com/>

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**Stormwater/Erosion Control and Driveway/Culvert Permit**  
Dennis Jandrey, Engineer Technician (920) 257-5844  
[dennisj@townofbuchanan.wi.gov](mailto:dennisj@townofbuchanan.wi.gov)

Justin Keen, PE, (920) 785-7303  
[justin.keen@cedarcorp.com](mailto:justin.keen@cedarcorp.com)

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**Buchanan Stormwater Utility Permit**  
Dennis Jandrey, Engineer Technician (920) 257-5844  
[dennisj@townofbuchanan.wi.gov](mailto:dennisj@townofbuchanan.wi.gov)

Justin Keen, PE, (920) 785-7303  
[justin.keen@cedarcorp.com](mailto:justin.keen@cedarcorp.com)

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**General Building Permit, Residential**  
Paul Hermes, Municipal Building Inspector (920) 858-0102  
[Paulhermes47@yahoo.com](mailto:Paulhermes47@yahoo.com)

**General Building Permit, Commercial**  
Wisconsin DSPS Commercial Building Inspector, (920) 420-4796

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**Knox Box**  
Ray Mohr, Fire Chief, (920) 734-6317  
[rmohr@townofbuchanan.wi.gov](mailto:rmohr@townofbuchanan.wi.gov)

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**Tattoo or Piercing Shop, Hotel/Lodging Establishment, or Convenience or Food Store**  
Outagamie County Health and Human Services Department  
(920) 832- 5100  
Website: <https://www.outagamie.org/government/f-through-m/health-human-services>