

City of Waukesha, Wisconsin

Ordinance No. 2024 – 2

**An Ordinance Amending Sections 16.03 and 16.04 of the Waukesha Municipal Code,
Regarding Building Permit Application, Expiration, and Renewal**

The Common Council of the City of Waukesha do ordain as follows:

Section 1. Section 16.03(2) of the Waukesha Municipal Code is hereby amended to read as follows:

16.03 Permits

1. PERMITS REQUIRED....

2. **PERMIT APPLICATION.** Applications for permits shall be made using the forms published by the Department of Community Development and shall include such other materials as required by the Chief Building Inspector. The application shall be electronically submitted by email or other means approved by the Department of Community Development along with all required plans, specifications, and surveys.

Section 2. Section 16.03(4) of the Waukesha Municipal Code is hereby repealed and recreated to read as follows:

4. PERMIT EXPIRATION AND RENEWAL.

- a. All permits expire 24 months after the approval date indicated on the permit. A permit may be renewed if a renewal application is filed, accompanied by payment of the Renewal Fee required by Municipal Code §16.07(3), at least 60 days before permit expiration. A renewal under this subsection extends the permit's expiration date for a period not exceeding 12 months from the permit's original date of expiration.
- b. If a permit is not renewed as authorized by sub. (a) of this subsection, no renewal is allowed, and an application for a new permit must be submitted,

accompanied by payment of the full permit fees required by the Fee Schedule under Municipal Code §16.07(1).

- c. If work performed under a permit has not been completed and received final inspection and approval prior to the permit's expiration, all work must cease until the permit is renewed or a new permit obtained in accordance with this section.

Section 3. Section 16.03(9) of the Waukesha Municipal Code is hereby created to read as follows:

9. **PERMIT PLACARD REQUIRED.** A weatherproof card signed by the Building Inspector indicating that the permit has been issued shall be posted at the job site during construction.

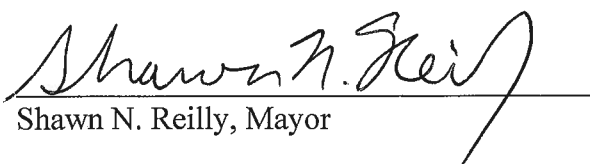
Section 4. Section 16.04 of the Waukesha Municipal Code is hereby repealed in its entirety and recreated to read as follows:

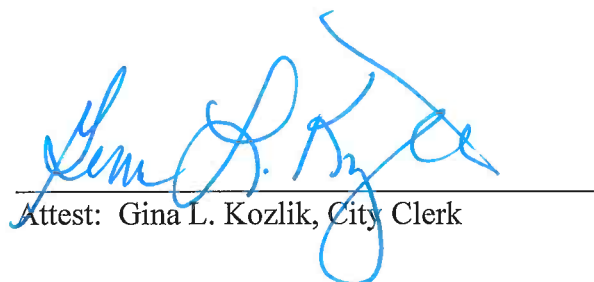
16.04 Approved Plans

1. After the Department of Community Development issues a building permit, the approved plans shall not be altered unless all proposed changes are first approved by the Building Inspector as conforming to the provisions of this chapter.
2. Approved plans shall be kept on the construction site during construction and made available to inspectors upon request.
3. Approved plans for work subject to the Wisconsin Commercial Buildings Code, Wis. Admin. Code SPS §§360-366, shall expire and may be extended as set forth in Wis. Admin. Code SPS §361.36, "Expiration of plan approval and extension of plan approval." If work performed under the approved plans has not been completed and received final inspection and approval prior to the plans' expiration, all work must cease until the plans are extended or new plans are approved in accordance with the Wisconsin Commercial Buildings Code and this chapter.

Section 5. This ordinance shall take effect the day after publication.

Passed the 16th day of January, 2024.


Shawn N. Reilly, Mayor


Attest: Gina L. Kozlik, City Clerk