

TOWN OF NEW HOPE, PORTAGE COUNTY, WISCONSIN

ADOPTION OF RESIDENTIAL BUILDING CODES

ORDINANCE NO. 2026-01, Amended

The Town of New Hope, Portage County, Wisconsin, do ordain, as follows:

Section 1 – Permits Required, Fees

Except as otherwise expressly provided in this Chapter, no owner or contractor may construct, erect, alter, or convert to other uses, any building, structure or mechanical system until a valid permit is obtained from the Town of New Hope Building Inspector. The **Wisconsin uniform building permit** shall be issued if the requirements for filing and fees are satisfied, and the plans have been conditionally approved.

- 1) The foregoing described work that shall require a building permit includes, but is not limited to:
 - a) New 1-and 2-family dwellings.
 - b) Additions that increase the physical dimensions of 1- and 2-family dwellings including all attached garages, and all detached garages, sheds, and accessory buildings ≥ 400 square feet.
 - c) Alterations to the building structure, cost shall include market labor value, or alterations to the building's heating, electrical, or plumbing systems.
 - d) Any electrical wiring for new 1-and 2-family dwellings or additions.
 - e) Any plumbing for new construction or additions.
 - f) Any new or re-wired electrical service, including services for agricultural buildings.

Exemptions:

1. Restoration or repair of an installation to its previous code-compliant condition as determined by the building inspector is exempted from permit requirements.
 2. Residing, re-roofing, finishing of interior surfaces and installation or replacement of cabinetry and millwork shall be exempted from permit requirements.
 3. Replacement of 1-and 2-family dwelling building equipment including furnaces and central air conditioners, water heaters, and any other similar equipment shall not require a permit.
 4. Normal repairs of HVAC, plumbing, and electrical equipment or systems such as replacing thermostats, faucets, toilets, switches, light fixtures, and dimmers.
 5. Windows and doors that do not change their supporting structures (i.e. same size replacements).
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- 2) Building permit fees.
 - a) At the time of building permit issuance, the applicant shall pay fees as established by resolution periodically by the Town.
 - b) If work commences prior to permit issuance, the permit fee shall be double.

- 3) Permit Lapses.
 - a) A building permit, other than Wisconsin Uniform Building Permits, shall lapse and be void unless building operations commence within six (6) months and if construction has not been completed within twelve (12) months from the date of issuance thereof. Wisconsin Uniform Building Permits shall expire 24 months after issuance if the dwelling exterior has not been completed in accordance with Wis. Admin. Code SPS 320.09(9)(a)5.

- 4) Permit Revocation.
 - a) The Town Building Inspector may revoke any building, plumbing or electrical permit, certificate of occupancy, or approval issued under the regulations of this chapter and may stop construction or use of approved new materials, equipment, methods of construction, devices, or appliances for any of the following reasons:
 1. Whenever the Town Building Inspector shall find at any time that applicable ordinances laws, orders, plans and specifications are not being complied with and that the holder of the permit refused to conform after written warning.
 2. When the continuance of any construction becomes dangerous to life or property.
 3. When there is any violation of any condition or provisions of the application for permit or of the permit.
 4. When, in the reasonable judgment of the Town Building Inspector, there is inadequate supervision provided on the job site.
 5. When any false statement or misrepresentation has been made in the application for permit, plans, drawings, data specifications or certified lot or plot plan on which the issuance of the permit or approval was based.
 6. When there is a violation of any of the conditions of approval or occupancy given by the Town Building Inspector for the use of all new materials, equipment, methods or construction devices or appliances.

Section 2 – Adoption of State Codes

- 1) The following Chapters of the Wisconsin Administrative Code, as well as all subsequent future amendments, modifications, and revisions, are adopted by the Municipality and shall be enforced by the Building Inspector.
 - Ch. SPS 305 Credentials**
 - Ch. SPS 316 Electrical Code**
 - Chs. SPS 320-325 Uniform Dwelling Code**
 - Ch. SPS 327 Campgrounds**

- 2) The building codes shall apply to the alteration, enlargement or repair of existing 1-and 2-family dwellings constructed prior to June 1, 1980, for which a building permit is required under this Chapter. Submitted building permit applications for alterations or additions to homes built prior to June 1, 1980, may provide alternative methods or materials that, when deemed necessary in the opinion of the Building Inspector, meet the current intent of the code.

- 3) Any act required to be performed or prohibited by an Administrative Code provision incorporated herein by reference is required or prohibited by this Chapter.

Section 3 – Building-HVAC-Electrical-Plumbing Inspector

- 1) Creation and Appointment. There is hereby created the office of the Building Inspector. The Building Inspector shall be appointed by the municipality. The Building Inspector shall be certified for inspection purposes by the Department in the required categories specific under SPS 305, Wisconsin Administrative Code.
- 2) Assistants. The Building Inspector may employ, assign, or appoint, as necessary, assistant inspectors. Any assistant hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Administrative Code by the Department.
- 3) Duties. The Building Inspector shall administer and enforce all provisions of this ordinance.
- 4) Powers. The Building Inspector or an authorized certified agent of the Building Inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The Building Inspector may require the production of the permit for any building, plumbing, electrical, or heating work. No person shall interfere with or refuse to permit access to any such premises from the Inspector or his/her agent while in the performance of his/her duties. If the Inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119, Stats.
- 5) Inspection results. The findings of inspection by the Building Inspector, HVAC Inspector, plumbing inspector and electrical inspector are intended to report conditions of non-compliance with code standards that are readily apparent at the time of inspection. The inspection does not involve a detailed examination of the closed structural and non-structural elements or the mechanical systems of the building and premises. No warranty of the operation, use, or durability of equipment and materials not specifically cited in the findings of inspection are expressed or implied.

Section 4 - Violations and Penalties

- 1) Prohibition. No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.
- 2) Every person, firm, or entity which violates this code shall, upon conviction, forfeit not less than \$25.00 nor more than \$1,000.00 for each day of non-compliance, together with the costs of prosecution.
- 3) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.
- 4) Compliance with the requirements of this ordinance is necessary to promote the safety, health, and well-being of the community and the owners, occupants, and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance that may be enjoined in a civil action.

Section 5 – Unsafe Buildings

- 1) Whenever the Building Inspector shall find that any building or structure, or any part thereof, is dangerous to life or adjoining property by reason of bad conditions, defective construction, overloaded floors, decay, lack of guards against fire, general dilapidation or other cause, he or she shall order the owner of or tenant thereof to cause the same to be made safe or to be removed, as in the judgment of the Building Inspector may be necessary; and he or she shall also affix a notice of such order in a conspicuous place on the outside wall of the building. No person shall remove or deface such notice. The owner or tenant of such building or structure shall thereupon immediately cause the same to be made safe, or to be removed, as ordered. Any person who fails to comply with any such order shall be guilty of a violation of this section.

- 2) Where the public safety requires immediate action, the Building Inspector shall enter upon the premises with such assistance as may be necessary and cause the building or structure to be made safe or to be removed, and the expense of such work may be recovered by the Town in an action against the owner or tenant.

Section 6 – Severability

- 1) If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Adopted by the Town of New Hope, Portage County, WI on this date May 21, 2026.

APPROVED: -s- Todd Knepfel, Chairman

 -s- Timm Raddatz, Supervisor

 -s- Ray Reser, Supervisor

I, Pat Zellmer, Clerk of the Town of New Hope, Portage County, Wisconsin certify that the foregoing is a true, correct and complete copy of an ordinance adopted by the Town Board of New Hope on May 21, 2026.

ATTEST: -s- Pat Zellmer, Clerk

Published: May 21, 2026

ADDENDUM A
TOWN OF NEW HOPE BUILDING INSPECTION FEE SCHEDULE
August 1, 2026 – July 31, 2028

RESIDENTIAL BUILDING PERMITS	GEC FEES
1) New Residential One & Two-Family Early Start (Footings & Foundation Only)	\$250.00
2) Plan Review (New One & Two-Family Dwellings)	\$85.00 per Unit
3) New One & Two-Family Erosion Control	\$150.00
4) New Residential One & Two-Family (includes garage, decks, basement, mechanicals)	\$0.30 per sq. ft. (Min. Fee \$770.00)
5) Manufactured & HUD Dwellings (plus mechanical costs, if needed)	\$385.00 plus \$0.30 per sq. ft. for basements, attached garage, and decks
6) Occupancy Certificate (New One & Two-Family)	\$85.00 per Unit
7) Camping Units	\$275.00 (plus State Insignia) + Mechanical Costs
8) State Camping Unit Insignia	\$30.00
9) State Seal	\$40.00
10) Plan Review (Residential Additions)	\$50.00
11) Residential Additions Erosion Control	\$100.00
12) Residential Additions (including attached garages).	\$0.30 per sq. ft. (Min. Fee \$200.00) + Mechanical Costs
13) Residential Remodels & Alterations (Interior)	\$0.30 per sq. ft. (Min. Fee \$150.00) + Mechanical Costs
14) Residential Electrical (Including Service Upgrade and/or Temporary Electrical)	\$155.00
15) Residential Solar PV Systems Installation Residential Solar PV System Plan Review System Rating AC: 0.1kW-15kW System Rating AC: Over 15 kW	\$0.00 Included in Permit Fee \$340.00 (Includes Plan Review) \$340.00 \$340.00 plus \$15.00 per kW over 15k
16) Residential Plumbing (Inspection if owner-installed) Residential Plumbing (Admin Only-No Inspections Required if licensed plumber-installed)	\$105.00 \$ 50.00
17) Residential HVAC	105.00
18) Detached Garage or Shed/Accessory Buildings (≥ 400 sq. ft. by Local Ordinance)	\$0.17 per sq. ft. (Min. Fee \$175.00) + Mechanical Costs
19) Residential Raze/Demo a. Building or Structure (Includes Erosion Control) b. Interior Demolition (not to effect egress or structural items) Note: Both a. and b. include assessment and disposal of hazardous materials.	\$100.00 per Building \$100 per Area
20) Residential Temporary Occupancy	\$200.00
21) Re-Inspection for Corrective Actions Ordered: -Inspection Requested Prematurely; or -Inspection Could Not Be Completed	\$85.00 Each Additional Inspection
All work started without first obtaining a building permit will be subject to double the inspection fees.	