



## COMMERCIAL BUILDING PERMIT APPLICATION PROCEDURE

The Commercial Building Permit application procedure is quite different from the residential procedures. All commercial permits require Planning Commission approval. All applications for the Plan Commission must be completed and submitted two weeks prior to a Plan Commission meeting date. This is four weeks prior to the Plan Commission meeting date if the matter requires Planning Consultant review, a public hearing, or is incomplete.

There are several types of Planning Commission review. It is the applicants responsibility to specify in a letter of request, what action is being sought. Review actions may include:

- a. **Discussion** of a proposal, preliminary CSM, Plat, Zone change, etc. This costs nothing, but is discussion only, without any approvals.
- b. **Site Plan Review** or modification. Signs, minor alterations of existing buildings, etc., require this type of approval. New buildings also require complete compliance with the site plan review procedures – see the Site Plan Review handout.
- c. **Special Use approval.** The Zoning code includes several items that require Compliance with this approval procedure – see Special Use Review handout.
- d. **Conditional Use Approval.** This is a formal hearing, requiring that a hearing Date be set, prior to a public notice, requiring a three week wait. Town Board approval is required, and is usually within two weeks of the Plan Commission action.

Zoning Code changes, Zoning District changes, and Land Use Map changes, all require a hearing process similar to item “d” above, and adequate timing must be allowed for by the developer.

After your Zoning approval, the following items must be completed prior to issuance of any permits to start:

1. All Planning or consultant fees must be paid;
2. Any parkland fees should be paid should be paid, any other dedications must be completed and recorded;
3. A Marathon County Sanitary Permit, or a Rib Mountain Sanitary District Permit must be issued (contact those entities for their procedures);
4. A Marathon County Shoreland Zoning Approval should be gotten for any properties within 1,000 feet of Lake Wausau;
5. State of Wisconsin Commercial Building approvals need to be supplied to us. When submitting plans to the State, submit five or six sets instead of the required four. We will keep one set on file with your local permit.



## TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

[www.townofribmountain.org](http://www.townofribmountain.org)

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**ISSUANCE OF YOUR PERMIT:** After completion of the above noted steps, you may apply for the building permit. If applying for an early start permit (footings and foundations only), you should include:

- a. The Rib Mountain Permit Application;
- b. The Sanitary Permit or Approval;
- c. A plot plan showing property lines and setbacks;
- d. State Approval letter / plans (footings / foundations, or building) if applicable;
- e. State Approved Plumbing Plans for any under slab plumbing.

If applying for the full building permit, in addition to the above noted items you should also provide:

- a. State approved HVAC Plans;
- b. Zoning occupancy bond (1% of the project cost) and/or the landscaping bond (110% of the landscaping contract).
- c. Any other items applicable to your specific property.

In general, lot clearing, grubbing, or other excavations should **not** occur prior to Zoning Approvals. The Town of Rib Mountain does not require Commercial Electrical, HVAC, Plumbing, or Fire Sprinkler System permits.

### **INSPECTIONS:**

The State of Wisconsin is technically the primary inspection agency on all commercial buildings. In addition, the Rib Mountain Code requires us to inspect for code compliance. Inspections will be completed within 48 hours of the call for inspection. If you are requesting us to view a test in progress, advise us of that requirement. Generally, we would make the following inspections:

1. Reinforcement placement, prior to the pouring of footings and foundations;
2. Underground plumbing placement and test;
3. Rough construction, plumbing, and HVAC;
4. Final inspection prior to occupancy;
5. Zoning Occupancy approval.

**CALL THE TOWN HALL (842-0983) FOR INSPECTIONS 48 HOURS BEFORE PROCEEDING WITH CONSTRUCTION. HAVE YOUR PERMIT NUMBER AND PROPERTY ADDRESS READY FOR THE RECEPTIONISTS.**