



Building/Remodeling/Razing Permit Application

The Town of Pensaukee requires that any modification to property in the Town needs a permit. This includes, but is not limited to new construction, additions, decks, garages, storage buildings, and ponds.

Town permit fees can be found on the current published Town of Pensaukee Fee Schedule.

Land use and building/sanitary permits from Oconto County may also be required. Contact the Oconto County planning office at (920) 834-6827 for further information. Refer to page 2 of this application for an outline of the building permit process.

New residential homes require a UDC building permit and inspection upon completion of construction from Tom Smith Inspections, LLC. Contact Tom Smith at (920) 655-1735 for more information when constructing a new single-family home.

Applicant Name: _____

Address: _____

City, State, & Zip: _____

Phone Number: _____

Landowner's Name: _____

Address of Worksite: _____

County Land Use Permit No: _____

Description of work to be done: _____

===== (Below is for Town use only) =====

Approved by & Title: _____

Date: _____ Contact Phone No.: _____

Comments: _____

Return form to: Town of Pensaukee Building Permit
4684 Brookside Road
Abrams, WI 54101

Copy will be sent to requestor, original on file at Town Hall.

Building Permit Application Process

STEP 1: Contact the Oconto County Zoning Department and submit a Land Use Permit Application.

A land use permit is required when any of the following occurs:

- A structure is built, erected, moved, enlarged or altered (includes all buildings, decks, patios and swimming pools)
- A structure is altered so as to change its square footage (floor area) or its exterior vertical surface area
- The use of the structure or property is changed (i.e. home-based business or residence converted to commercial use)
- Any grading or filling of the parcel that is not specifically exempt by county ordinance.

No land use permit will be issued by the County until a sanitary permit is issued (when required).

A county sanitary permit is required when:

- Constructing any structure intended for human occupancy
- Adding onto any structure intended for human occupancy
- Replacing, repairing or altering any portion of a septic system.

STEP 2: Complete and submit the Town Building Permit (page 1 of this document) and submit the appropriate Town permit fees associated with your project.

You must attach a copy of the County Land Use Permit to this application when submitting it.

STEP 3: If building a new single family residential home, obtain a Uniform Dwelling Code (UDC) "Building Permit" from Tom Smith Inspections, LLC.

NOTE: It is the landowner's responsibility to obtain all required permits prior to construction or alteration of any structure on a land parcel in the Town of Pensaukee. Failure to obtain proper permits may result in fines.