

**City of Franklin**  
**Building Inspection Department**  
9229 West Loomis Road  
Franklin, Wisconsin 53132  
Phone: (414) 425-0084  
Fax: (414) 425-7513

## **One & Two Family Addition/Alteration Permit Applications**

### **Items Necessary for Application to Architectural Board**

- **APPLICATIONS ARE REQUIRED TO INCLUDE PHOTOGRAPHS OF THE EXISTING STRUCTURE.**
- **2 COPIES OF BUILDING PLANS**  
All elevations drawn to 1/4" scale or larger and showing all detail.
- **COPY OF SITE PLAN**  
Showing building location on lot with addition drawn to scale of survey.
- **\$50 APPLICATION FEE (cash or check only)**

### **After approval from Arch Board:**

### **Items Necessary at Time of Permit Application:**

- (1) additional copy of plans if submitted and approved by Arch. Board.  
(3) NEW copies of plans if changes are required by the Arch. Board; plans must be redrawn with change(s) and submitted at permit application.  
**If Egress Window:** Plans must show framing detail with header and stud information, diagram showing room, room use and location of egress window.
- 1 copy of survey – can be existing survey
- 1 set of Heat Loss Calculations (if space will be heated).
- Copy of current Dwelling Contractor **AND** Dwelling Contractor Qualifier Certifications.  
**(Note: NOT required for homeowner's doing their own HVAC or building.)**
- Estimated cost of construction - **(not including Plumbing, HVAC, or Electrical)**
- Application Form & Plan Review Fee of \$50.00 if Alteration  
\$75.00 if Addition  
(applications can be downloaded at [www.franklinwi.gov](http://www.franklinwi.gov))

### **Fees:**

**Plan Review:** \$50.00 if Alteration  
\$75.00 if Addition

**Permit Fee:** Alteration \$11.00 per \$1000 valuation given; \$50.00 minimum  
Addition \$0.32/sq. ft.; \$50.00 minimum

**Occupancy Fee:** \$50.00 (if applicable)

**Technology Fee:** Permit fee less than \$100 = \$2.00  
Permit fee equal to or greater than \$100 = \$5.00

**NOTE:** Building permits do not include permits/fees for plumbing, electrical or heating/ventilating.

**PLUMBING AND ELECTRICAL WORK MUST BE DONE BY LICENSED CONTRACTORS.**