Ordinance 2003-3
Town of Kickapoo
Building Permit Ordinance

447 E Kickapoo St
Readstown, WI 54652

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1. TITLE / PURPOSE

This ordinance is entitled the Town of Kickapoo Building Ordinance.

The purpose of the ordinance is to protect the health, safety and welfare of township residents by assuring that any construction in the Town of Kickapoo will comply with:

A. County sanitary permit requirements
B. County and state floodplain, wetland and shore land zoning requirements
C. Any state-mandated or county zoning ordinances that exist at the time of construction
D. State building plan approval procedures for commercial building or residential building with three or more living units
E. Minimum township requirements for driveway access and site development
F. Town efforts to locate and record buildings for purposes of providing emergency services and for assessment purposes

This ordinance will also set forth an orderly procedure for obtaining a building permit and will establish permit fees and penalties for failure to obtain a required permit.

2. AUTHORITY

The Town Board of the Town of Kickapoo has been granted village powers pursuant to Sec 60.10 Wisconsin Statutes and has the specific authority, powers and duties to regulate, prohibit, and restrict construction, alteration, erection, and enlargement of certain structures and buildings in the Town of Kickapoo and to act for the health, safety, and welfare of the public.

3. BUILDING PERMIT APPLICATION REQUIRED

This requirement applies to all types of buildings, including but not limited to buildings constructed on site, buildings constructed or manufactured elsewhere and moved to the site, mobile homes, modular and manufactured buildings.

If the building will be used as a dwelling, (use MFL definition for dwelling) the Wisconsin Administrative Building Permit Application form will be used. For other buildings a Town of Kickapoo Building Permit Application form will be used.

All buildings or structures, regardless of their intended use or size, must meet the minimum requirements listed before a Building Permit will be issued.

A Building Permit is not required for a temporary shelter used for camping or recreation. Examples of temporary shelters are recreation vehicles, tents, and camping trailers. A shelter is NOT considered temporary if it is left on the property for more than 30 consecutive days or for more than a total of 150 days in a year. Any attempt to circumvent the purpose and spirit of the "temporary shelter" exception will be resolved by requiring an Application for Building Permit for a single-family dwelling.

A Building Permit will be good for one year from the date of issue. If the building is not completed during that time period, a new application and new permit will be required. For purposes of this provision a building is considered complete when the exterior work is complete.

4. MINIMUM REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT

NO Building Permit will be issued until the following requirements have been satisfied:

A. Applicant must submit a properly completed application form accompanied by the designated fee.

B. Applicant must submit a copy of sanitary permit obtained from the Vernon County Zoning Department for dwellings or written waiver from the County Zoning Office.

    a. Applicant must provide written verification from the Vernon County Zoning Department that the proposed building is in compliance with county floodplain, shore land and wetland ordinances and other state mandated or county ordinances that might be relevant to the building site.

C. Unless an approved driveway already exists to provide access to the property, the applicant must FIRST obtain a Driveway Permit from the Kickapoo Town Board (if driveway enters from a town road) or from the appropriate federal, county or state office (if the driveway enters from federal, county or state highway). The driveway must then be completed and approved BEFORE building construction begins.

D. If the proposed building is a commercial building or a residential building with three or more living units, the town will be guided by the State of Wisconsin's building plan approval procedures.

i. SETBACKS. No construction will be allowed within 25 feet of a town road right-of-way line. (Example, in the case of a three rod road, the right-of-way line is approximately 25 feet from the centerline of the road. Therefore, no construction would be allowed within 50 feet of the road's centerline.)

ii. No construction will be allowed within 30 feet of any of the other boundaries of parcel or lot.

F. By signing the application, the applicant agrees that all construction materials will be staged and stored in an orderly manner that will prevent them from wind blown debris and will not create an environmental hazard or aesthetic nuisance.

revised 6-08-2026

5. PROCEDURES AND FEES

Applicant must submit properly completed Building Permit Application, along with necessary Vernon County Permits. **Action will be taken in issuance of permit within 30 days of receipt of properly completed forms**. The Town Clerk will issue the permit and construction may begin.

The permit must be prominently displayed at the construction site.
Fees will be reviewed annually by the Town Board to see that the fee is sufficient to cover the costs of administration.

Upon Review of Fees for Building Permits, the Board of Town of Kickapoo has determined that an update is necessary to cover the costs of administration.
Updated Fees as of June 1, 2026, shall be:

Initial Application prior to Construction:

Driveway permit application	**$75.00**
Driveway fire number signs	**$75.00**
Building Permit Application	**$100.00**

After Construction has Started:

Driveway Permit Application	**$100.00**
Driveway Fire Signs	**$100.00**
Building Permit Application	**$400.00**

revision made 06/01/2026

6. PENALTIES

Any building structure constructed, erected, or placed on land in the Town of Kickapoo in violation of any of the provisions of this Ordinance shall be deemed an unlawful building or structure.

Any person who constructs, erects, or places a building or structure on land in the Town of Kickapoo in violation of any provision of this Ordinance shall be required to forfeit not less that $10 or more than $100 for the first offense; and not less than $100 or more than $150 for subsequent offences. Each day a violation continues constitutes a separate offense. These forfeitures are in addition to the Permit Fees listed above.

7. ORIGINAL EFFECTIVE DATE

This original ordinance shall take effect after adoption by the Board of Town of Kickapoo and posting as required by law.

Vote: For *3* Against 0

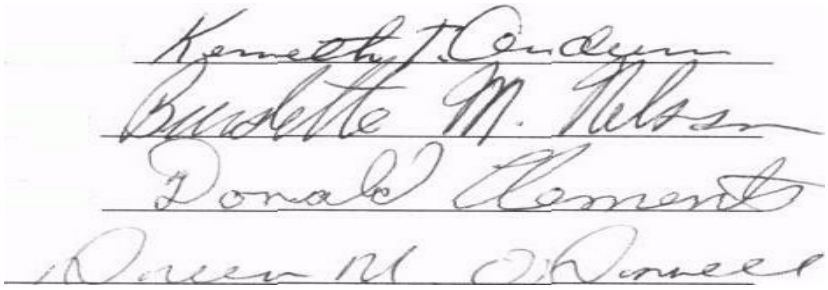
Adopted: *11-3-* 03

Town Chairman, Kenneth T. Anderson

Town Supervisor, Burdette M. Nelson

Town Supervisor, Donald Clements

Town Clerk, Doreen M. O'Donnell



MFL Definition for Dwelling

Any building containing five or more of the eight characteristics shown below are considered to be "developed for human residence" according to Wisconsin Administrative Code NR 46.15(9). "Developed for human residence" excludes storage or workshop buildings, however, if there is living space as part of such buildings, the living space will be compared against the eight characteristics listed below.

Check any characteristics that apply to the building.

1.800 square feet or more in total area, using exterior dimensions of living space, including each level, and not including porches, decks, or un-insulated screen porches.

2. Indoor plumbing including water & sewer, piped to either municipal or septic system.

3. Central heating or cooling, including electric heat, furnace or other heater with a circulation system.

4. Full or partial basement, excluding crawl spaces and frost walls.

5. Electrical service by connection to the lines of a power company.

6.Attached or separate garage, not to include buildings for vehicles used primarily for work or recreation the property.

7. Telephone service based locally.

8.Insulated using common insulation products.