

General Code of Ordinances  
Chapter 10 - Zoning & Building Administration

CHAPTER 10  
ZONING AND BUILDING ADMINISTRATION

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10.01 TITLE/PURPOSE. This Ordinance is entitled the "Town of Centerville Zoning and Building Administration Ordinance."

- A. The purpose of this Ordinance is to provide a general guideline for the administration of the Manitowoc County Zoning Ordinance
- B. The purpose of this Ordinance is to promote general health, safety, and welfare and to maintain required local uniformity with the administrative and technical requirements of the Wisconsin Uniform Dwelling Code.
- C. The purpose of this ordinance is for the town to have information regarding the type, size, and location of all building sand structures constructed, reconstructed, or remodeled with the town

10.02 AUTHORITY. The Town Board of the Town of Centerville has the specific authority, powers and duties, pursuant to Sections 60.61, 60.22 and 101.65 Wisconsin Statutes

10.03 ADOPTION OF ORDINANCE. The Town Board of the Town of Centerville has, by adoption of this Ordinance, confirmed the specific statutory authority, powers and duties noted in the specific sections of this Ordinance regarding administration of Manitowoc County Zoning, state building regulations and building permits.

10.04 ADMINISTRATION AND ENFORCEMENT

- A. This Ordinance shall be enforced by the Town Attorney under the direction of the Town Board.
- B. The Town Zoning Administrator will be the contact for town residents for issuing building permits, coordinating with Manitowoc County for Zoning and Setback permits

and answering zoning/building questions within the town. The Town Board shall appoint a Zoning Administrator to perform the duties required by this section.

C. The Zoning Administrator shall have the following duties regarding zoning and building administration:

1. Report all violations of the terms of this Ordinance to the Town Board. The Town Board shall take legal action whenever necessary.
2. No building or structure shall hereafter be erected, moved, structurally altered or removed until a Building/Zoning permit shall first have been applied for and issued. Such applications shall be made to the Zoning Administrator on forms provided by him/her. All applications shall be accompanied by plans in duplicate, drawn to scale, showing the location, actual shape and dimensions of the lot to be built upon, the exact size and location of the building on the lot, the existing and/or intended use of the building, the number of families to be accommodated, its situation with reference to the highway, the distance between the nearest point on the building and the centerline of the highway and such other information with regard to the proposed building and neighboring lots or buildings as may be called for on the application by the Zoning Administrator, or may be necessary to provide for the enforcement of this Ordinance.
3. If the Zoning Administrator finds that the proposed building or structure will not be in violation of any of the terms of this Ordinance or of the Manitowoc County Code, he/she may issue a Building/Zoning permit, retain one copy, and return the other with the Zoning Administrator's approval; otherwise, he/she shall reject the application and inform the application of the reasons, in writing.
4. Any Building/Zoning permit shall be issued within sixty (60) days after the receipt of the application. If no permit is issued, then the application shall be deemed to be denied. Such Building/Zoning permit shall be posted on the premises so as to be visible from the highway at all times until such construction has been completed.
5. Any statement made in the application shall be deemed to be made under oath, and any willfully false statement in the application shall subject the person making it to the penalties of this Ordinance.
6. No Building Permit shall be issued by the Zoning Administrator unless, along with the application, there is rendered the nonrefundable permit fee. The fee shall be in accordance with the fee schedule set by the Town Board. (See Chapter 4, Section 4.05)

#### 10.05 BUILDING AND ZONING PERMITS REQUIRED

A. Town Building Permits are required for any construction, remodeling, installations, reconstructions, enlargements, or alterations in excess of \$800.00 made to any dwelling, building or structure in the town, per requirements of Section 10.04 above and Chapter 4 Licenses and Permits (section 4.05 – Building Permits).

B. The location, size and height of all buildings and structures must meet all requirements of Manitowoc County Code and be permitted by the Planning and Zoning Department. A Setback and Zoning Permit will be required prior to issuance of a Town Building Permit.

C. The issuance of a Town Building Permit does not relieve the owner from obtaining any permit that may be required by any other state law or local ordinance including, but not limited to any of the following:

- (1) Sanitary permits.
- (2) Town, County or State driveway permits.
- (3) Any other applicable permit under town or county ordinance or state law.
- (4) Complying with any other requirement, ordinance, or law, including, but not limited to, those governing zoning, subdivision, restrictive covenants, land division, and setbacks.

D. Any of the above building permit requirements does not guarantee the applicant the issuance of a building permit.

#### 10.06 WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES COMPLIANCE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS.

A. The Wisconsin Uniform Dwelling Code and all, SPS Chapters 320 – 325, of the Wisconsin Administrative Code, and all amendments thereto, is adopted and incorporated by reference and shall apply to all buildings requiring inspections under this ordinance.

B. The Wisconsin Administrative Code DSPS. Chapters 361-366 and all subsequent amendments, additions and recodifications thereto are hereby adopted and shall apply to the design, construction, maintenance and inspection of public buildings, including all existing public buildings, including multifamily dwellings and places of employment.

#### 10.07 BUILDING INSPECTIONS REQUIRED. Building inspections are required for the following:

- A. All new buildings and structures held out for public use and all existing structures proposed to be converted to public use per 10.06 (B)
- B. All new residential structures
- C. All residential additions changing the footprint of the building.

- D. Electrical inspections required by Electric Utilities.
- E. New deck construction.
- F. Any other Inspections required by any State or County Agency.

10.08 BUILDING INSPECTOR. The Building Inspector/Inspectors, contracted by the Town of Centerville, shall be certified by the Division of Safety & Buildings, as specified by Wisconsin Statutes, Section 101.66(2), in the category of Uniform Dwelling Code Construction Inspector. Additionally, the inspector shall possess the certification categories of UDC HVAC, UDC Electrical, and UDC Plumbing.

10.09 PENALTY.

- A. Any Town Supervisor or authorized representative of the Town Board of the Town of Centerville shall be granted access under this ordinance to any building or construction site within the Town of Centerville to determine compliance with this section.
- B. Any person, who violates any provision of this chapter, except as otherwise provided in Chapter 4.05, shall be subject to a penalty as provided in Section 13.09 of this General Code.