



*“In the Spirit of Town Government”*

**TOWN OF BUCHANAN**  
N178 COUNTY RD N, APPLETON, WI 54915  
Phone: (920) 734-8599 Fax: (920) 734-9733

## **Building Permit Guidelines for Commercial/Industrial Construction:**

This is a guide to outline the prior approvals, permit forms and the flow of our permit process. If any information is unclear, please call the Town of Buchanan and speak to Joel Gregozeski at 920-734-8599.

**Step-1: Has your site plan been officially approved by the Town of Buchanan?**  YES  NO

If no, contact Joel Gregozeski, Administrator/Clerk, for our site plan approval process and fees. Site plan approval is required for any new commercial/industrial development and for all commercial/industrial additions in excess of 2,000 sq. ft. or more. The use of the property must also meet the Town’s zoning regulations.

**Step-2: Is your property within 300 ft. of a navigable stream?**  YES  NO **and/or is your property in a floodplain/way?**  YES  NO *(if yes contact Outagamie County Zoning Dept., if no, skip to step 3)*

If yes, you are required to obtain either a **shoreland zoning permit or a conditional use permit** from the Outagamie County Zoning Department, 920-832-5255. If you are not sure, please contact the County to determine if you need either permit. Visit their website for the proper permit applications and fees at: <http://www.co.outagamie.wi.us/zoning/zone-home.html>. This County permit must be obtained **prior** to a building permit with the Town.

**Step-3: Have you obtained a sanitary/sewer or well & holding tank/mound permit?**  YES  NO

Prior to our processing your building permit, you are required to obtain the necessary **sanitary/sewer & water permit** from Darboy Joint Sanitary District #1, N398 County Road N, Appleton, 920-788-6048, if you are building within the boundaries of this district. The cost of this permit varies.

If you are building outside of the sanitary district, please obtain a sanitary holding tank or mound permit and well water permit from Outagamie County Zoning Department 920-832-5255. All county permit information and costs are available on their website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>.

**Step-4a: Do you have your erosion control plan & storm water plan approval?**  YES  NO

Prior to fully processing your site plan and/or building permit application, you are required to obtain the necessary erosion control/stormwater permit from the Town of Buchanan. A detailed erosion control plan and stormwater management plan should be submitted with the permit application. The Town’s engineer will review these plans and make sure they meet the Town’s requirements for erosion control and stormwater management. If you have specific questions relating to ordinance requirements for erosion control and stormwater management, they can be directed to Carl Sutter ([csutter@mcmgrp.com](mailto:csutter@mcmgrp.com)) at 920-751-4200.

**4b: Is the Financial Guarantee Agreement for Erosion Control & Stormwater Management complete?**

YES  NO

This agreement is a guarantee to pay for the erosion control and stormwater management plan's job-site erosion control installation and maintenance, as well as ongoing site inspections by the Town's engineer. This agreement needs to be completed by the property owner and filed with the Town prior to construction and building permit approval.

The estimate of the erosion control installation and maintenance will be calculated based on your submitted erosion control plan. If you fail to comply with proper erosion control procedures, the Town will correct the erosion control issue and recover these costs from the property owner per the agreement.

Also, actual erosion control inspection costs will be billed by McMahon Associates to the Town of Buchanan. You will be responsible for covering these ongoing costs. An estimate of the site inspections will be calculated based on your submitted erosion control plan. An escrow in advance payable to the Town will be required to cover these fees along with the other building permit fees. When we pay inspection bills out of the escrow account, copies of the invoices paid will be provided to the contractor or owner upon request, when the escrow funds are exhausted and more is needed, or when the project inspections are closed, whichever comes first.

The erosion inspection costs vary depending on actual rain events and length of construction. The sooner the vegetation is established following construction, the quicker the site inspections can be closed. If you have any questions relating to the estimates you receive, they can be directed to Carl Sutter ([csutter@mcmgrp.com](mailto:csutter@mcmgrp.com)) at 920-751-4200.

**4c: Is the Garners Creek Non-Residential Permit application complete?**  YES  NO

Garners Creek Storm Water Utility is a local storm water utility that regulates the storm water detention within certain boundaries of Buchanan. If your property is within this boundary, you will need to follow a flow chart of the storm water approval process. This information can be obtained by contacting the utility at 920-788-7740 or by visiting their website: <http://garnerscreekutility.org>. We will receive a letter of the ERU calculations and storm water plan approvals from the Utility's engineer. These approvals need to be obtained **prior** to the Town approving your building permit.

We provide this form and it will need to be returned to the Town with a separate \$50 permit fee payable to "Garners Creek Storm Water Utility". This is used to track construction and to establish a future special assessment on the property tax bill for the storm water utility, once the building is complete.

**Step-5: How many driveways are requested? # \_\_\_\_\_, Permit form complete for each?**  YES  NO

A **driveway permit** is required for each access to our Town roads. Our permit form should be filled out for each driveway you are installing. Please review our ordinance 456-3 *Driveways*. A Town engineer/surveyor will come and shoot the elevations and ditch grades entering your property. Please be sure to pound wood stakes in the bottom of the ditch where each end of your culvert will be positioned. A cut sheet with calculations will be provided to our office and the contractor, so the culvert can be installed at the proper grade. If you have any questions related to the calculations you receive, they can be directed to Thad Majkowski ([thadmajkowski@cedarcorp.com](mailto:thadmajkowski@cedarcorp.com)) at 920-785-7302. There shall be no on-site grading or construction prior to proper culvert installation.

**Step-7: Is the Outagamie County address request form complete?  YES  NO**

An **Outagamie County address request form** will need to be filled out in order to have an address properly assigned to your property. Fill out the form completely and be sure to sketch the lot and include a measurement from the nearest driveway, road intersection or lot line to the center of your proposed driveway. These measurements need to be as accurate as possible. The certification statement must be signed by the applicant. Ceramic address tiles and a bracket will be provided by the Outagamie County Planning Department and available for pick-up at the Town hall once we receive them.

**Step-8: Is the General Building Permit form complete?  YES  NO**

The Town requires a **General Building Permit application** be completely filled out and signed. We will also provide a copy of the proper zoning code that pertains to the property you are building on. Commercial and industrial projects are typically state inspected construction jobs. Please contact Wisconsin Safety & Buildings for the area's State inspector's number. Our municipal inspector is Paul Hermes, 920-858-0102 (mobile phone).

**Step-9: Are you including your site and stamped state approved building plan?  YES  NO**

The Town requires one (1) hard copy and one (1) digital copy of your state approved building plan and site plan be submitted with your building permit application.

**Step-10: Are you installing new and/or replacement signage?  YES  NO**

The Town requires a separate General Building Permit application be completely filled out and signed for any new and/or replacement signage. For regulations, see our Municipal Code §525-41. The cost of this permit varies based on sign type and location.

**Step-11:** A **Knox box** is required to be installed on the building during construction. We will provide you with an order form from the Knox Company. You are responsible for ordering the Knox box and installing it on your building. When construction is complete, the owner should call our Fire Chief, at 920-734-6317 and let him know that the Knox box is ready to have a key placed in it for building entry in case of an emergency.

**Note:** *If you are building a restaurant, tattoo or piercing shop, hotel/lodging establishment, or convenience or food store, you need to contact Outagamie County Public Health Division at 920-832-5100 and obtain the proper health department permits.*

*We hope you have read and fully understand each step that is involved in the building permit process. If you have any further questions, please feel free to call us. Once each of the above steps has been completed, you will receive your permit from the Town of Buchanan usually within one week. Any missing information will delay the permit approval until submitted or completed.*

**Fees Payable to Town of Buchanan:**

Site Plan Application Fee:	\$350
Erosion Control & Stormwater Permit:	\$600
General Building Permit:	\$500 (Fee includes all trades)
Driveway Culvert Permit:	\$250/ea
Address Request Fee:	\$ 35/ea
Erosion & Stormwater Engineer & Inspection Fees:	\$ _____ <i>(Actual costs for contracted engineer/inspections - \$400 minimum; Financial Guarantee Required)</i>
Erosion & Stormwater Financial Guarantee Estimate:	\$ _____ <i>(Includes estimated costs for contracted engineer/inspections &amp; estimate for completing erosion control Installation &amp; maintenance requirements)</i>
Garners Creek Storm Water Permit:	\$50
<b>(Payable to Garners Creek and Returned to the Town)</b>	
Sign Permit Fees:	\$ _____

**\*\*Any construction started without the proper permits in place will result in double permit fees\*\***

**Key Contacts:**

Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)

Joel Gregozeski, Administrator 920-734-8599  
[joelg@townofbuchanan.org](mailto:joelg@townofbuchanan.org)

Paul Hermes, Municipal Inspector 920-858-0102-Cell

---

Sewer/Water Permit  
Darboy Joint Sanitary District #1, 920-788-6048  
or  
Mound & Well Permit  
Outagamie County Zoning Department, 920-832-5255  
Website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>

---

Driveway Culverts: Thad Majkowski, PE; Town Engineer  
Cedar Corp. 920-785-7302 or [thadmajkowski@cedarcorp.com](mailto:thadmajkowski@cedarcorp.com)

Storm Water/Erosion Control: Carl Sutter, Vice President,  
McMahon Associates 920-751-4200 or [csutter@mcmgrp.com](mailto:csutter@mcmgrp.com)  
Website: <http://www.mcmgrp.com>

Garners Creek Storm Water Utility, 920-788-7740  
Website: <http://garnerscreekutility.org>

Outagamie County Zoning Department, 920-832-5255  
Website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>