



City of Janesville  
Building Division  
608-755-3060

## Residential Building Permits

# WHAT DO I NEED TO APPLY FOR A BUILDING PERMIT?

(Basic List – The Inspector may request additional information from you)



## DO NOT BEGIN WORK UNTIL YOUR PERMIT IS APPROVED.

### ALTERATION - INTERIOR or BASEMENT REMODELS

- Residential Permit Application (Completed and Signed)
- Floor plan showing the project area – Before and After Construction
- Label all Rooms, door & window sizes and room dimensions.
- For kitchen & bath remodels, show cabinetry and plumbing fixtures.
- For whole house remodels, complete building plans may be required.
- Email application/materials to [millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us) or drop off at City Hall- 3<sup>rd</sup> floor.

### BUILDING ADDITIONS – Home or Attached Garage

- Residential Permit Application (Completed & Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. *Be sure to include utility easements, existing underground or overhead electric lines, and distances from the building addition to other structures and to the property lines. Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- Floor plan, building elevations and wall cross section (You may be able to get these from your lumber supplier or Builder.)
- Label all Rooms, door/window sizes and room dimensions
- For kitchen & bath additions, show cabinetry and plumbing fixtures
- Email application/materials to [pauld@ci.janesville.wi.us](mailto:pauld@ci.janesville.wi.us) or drop off at City Hall-3<sup>rd</sup> floor.

### DECK – New or Replacement

- Residential Permit Application (Completed and Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. *Be sure to include utility easements, existing underground or overhead electric lines, and distances from the building addition to other structures and to the property lines. Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- Deck Detailed Plans – (You may be able to get these from your lumber supplier or Builder or you may fill our template worksheet.)
- Email application/materials to [millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us) or drop off at City Hall- 3<sup>rd</sup> floor.

### DETACHED GARAGE (121-750 sq.ft.)

- Residential Permit Application (Completed & Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. *Be sure to include utility easements, existing underground or overhead electric lines, and distances from the detached garage to other structures and to the property lines. Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- Garage Floor plan, building elevations and wall cross section. (You may be able to get these from your lumber supplier or Builder.)
- Email application/materials to [millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us) or drop off at City Hall- 3<sup>rd</sup> floor.

### SHED (81-120 sq.ft.)

- Residential Permit Application (Completed & Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. *Be sure to include utility easements, existing underground or overhead electric lines, and distances from the shed to other structures and to the property lines. Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- A graphic or photo of the shed from the supplier.
- Email application/materials to [millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us) or drop off at City Hall- 3<sup>rd</sup> floor.

### FENCE

- Residential Permit Application (Completed & Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. Show where the fence will be located (inside the property lines). *Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- A graphic of the fence from the supplier.
- Email application/materials to [ruschl@ci.janesville.wi.us](mailto:ruschl@ci.janesville.wi.us) or drop off at City Hall-3<sup>rd</sup> floor.

### POOLS – Above & Below Ground

- Residential Permit Application (Completed & Signed)
- Site Plan showing your entire property, lot lines and all structures on the property. *Be sure to include utility easements, existing underground or overhead electric lines, and distances from the pool to the property lines. Aerial photo maps can be found at <https://www.ci.janesville.wi.us> or contact us for a map.*
- Email application/materials to [millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us) or drop off at City Hall- 3<sup>rd</sup> floor.