

**City of Franklin**  
**Inspection Services**  
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

**NOTE:** Lot coverage restrictions apply. Please contact the Dept. of City Development for information (414)425-4024.

● **2 COPIES OF BUILDING PLANS**

(2) Complete sets of plans showing all elevations, drawn to 1/4" scale or larger, showing all detail. **Applications are required to include photographs of the existing structure.**

● **COPY OF SITE PLAN**

Showing building location on lot with addition drawn to scale of survey.

● **\$50 APPLICATION FEE**

### After approval from Arch Board: Items Necessary at Time of Permit Application:

- (1) additional set of plans if submitted and approved by Arch. Board, AND (1) set of plans in PDF format if larger than 11"x17"; email to [generalinspection@franklinwi.gov](mailto:generalinspection@franklinwi.gov).  
(3) NEW sets of plans if changes are required by the Arch. Board; plan 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/\$80.00 if Addition (applications can be downloaded at [www.franklinwi.gov](http://www.franklinwi.gov))

**Fees:**

**Plan Review:** \$50.00 if Alteration  
\$80.00 if Addition

**Permit Fee:** Alteration \$11.75 per \$1000 valuation given; \$60.00 minimum  
Addition \$0.37/sq. ft.; \$60.00 minimum

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

**Technology Fee:** Permit fee less than \$100 = \$4.00  
Permit fee equal to or greater than \$100 = \$7.00

**NOTE:** Building permits do not include permits/fees for plumbing, electrical or heating/ventilating. **PLUMBING AND ELECTRICAL WORK MUST BE DONE BY LICENSED CONTRACTORS.**