

**NOTE:** It is intended that this model will assist local jurisdictions, working with corporation counsel, through regular procedures, in adopting a local ordinance.

**INSTRUCTIONS:** Edit this ordinance, as appropriate, deleting editing instructions. Upon adoption of a new/revised building code, send a copy to: Etta Strey, Division of Industry Services, at [etta.strey@wisconsin.gov](mailto:etta.strey@wisconsin.gov), along with the completed delegation application.

TOWN OF LIBERTY, OUTAGAMIE COUNTY, WISCONSIN

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ORDINANCE NO. \_\_\_\_\_

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1.1 **AUTHORITY.** These regulations are adopted under the authority granted by Wis. Stat. ch. 101.65.

1.2 **PURPOSE.** 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.

1.3 **SCOPE.** The scope of this ordinance includes the permitting, enforcement and inspections of the construction of one- and two-family dwellings built on or after June 1, 1980, and camping units as defined in Wis. Admin. Code ch. 327.08(9).

Notwithstanding Wis. Admin. Code ch. SPS 320.05 or any other exemptions of the Uniform Dwelling Code, the scope of this ordinance also includes the construction and inspection of alterations and additions to one- and two-family dwellings built before June 1, 1980. Because such projects are not under state jurisdiction, petitions for variance, and final appeals of these projects shall be decided by this municipality. Petitions for variance shall be decided by the municipality in accordance with Wis. Admin. Code ch. SPS 320.19 so that equivalency is maintained to the intent of the rule being petitioned.

Notwithstanding Wis. Admin. Code ch. SPS 320.05 or any other exemptions of the Uniform Dwelling Code, the scope of this ordinance also includes the construction and inspection of detached garages serving one- and two-family dwellings. The building structure and any heating, electrical, or plumbing systems shall comply with the requirements of the Uniform Dwelling Code, other than for smoke alarms, carbon monoxide alarms and frost protection of footings, which shall be determined by the code official. Petitions for variance and appeals of these projects shall be handled by this municipality.

1.4 **WISCONSIN ADMINISTRATIVE CODES ADOPTED.** Wisconsin Admin. Code ch. SPS 320-325, Uniform Dwelling Code, and SPS 327, Camping Units, their successors, and all amendments thereto, are adopted and incorporated by reference and shall apply to all buildings within the scope of this ordinance.

1.5 BUILDING INSPECTOR. There is hereby created the position of Building Inspector, who shall administer and enforce this ordinance and shall be certified by the Wisconsin Department of Safety and Professional Services, as specified by Wis. Stat. ch. 101.66(2), in the category of Uniform Dwelling Code Construction Inspector. Additionally, this or other assistant inspectors shall possess the certification categories of UDC Construction Inspector, UDC HVAC Inspector, UDC Electrical Inspector, and UDC Plumbing Inspector.

1.6 BUILDING PERMIT REQUIRED. Non-structural changes, up to \$20,000.00 do not require a Building Permit. If a person alters a building or any portion of the building or builds or installs a new building, within the scope of this ordinance, they shall first obtain a building permit for such work from the building inspector. Any structural changes or major changes to mechanical systems that involve extensions shall require permits if over the forgoing thresholds. Restoration or repair of an installation to its previous code-compliant condition as determined by the building inspector is exempted from permit requirements.

Residing, re-roofing, finishing of interior surfaces and installation of cabinetry shall be exempted from permit requirements.

1.7 PETITION FOR VARIANCE. Anyone petitioning a variance to the UDC for a new one- or two-family dwelling unit shall do so in accordance with Wis. Admin. Code ch. SPS 320.19.

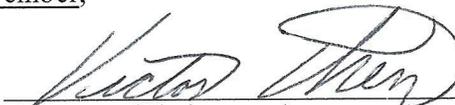
1.8 BUILDING PERMIT FEE. The building permit fees shall be determined by resolution and shall include the applicable fee per Wis. Admin. Code ch. SPS 302 to be forwarded to the Wisconsin Department of Safety and Professional Services for a UDC permit seal that shall be assigned to any new dwelling. Permit fees for a Wisconsin camping unit as outlined within Wis. Admin. Code ch. SPS 327.09 and inspection fees as outlined within Wis. Admin. Code ch. 327.10(3) will also be included in this resolution.

1.9 PENALTIES. The enforcement of this section and all other laws and ordinances relating to building shall be by means of the withholding of building permits, imposition of forfeitures and injunctive action. Forfeitures shall be not less than \$25.00 nor more than \$1,000.00 for each day of noncompliance.

1.10 EFFECTIVE DATE. This ordinance shall be effective January 1, 2026, upon passage and publication as provided by law.

1.11 RECORDS. The municipality shall keep a record of all inspections completed and retain such records, in accordance with Wis. Admin. Code ch. SPS 320.10(6). File UDC permits with the Wisconsin Department of Safety and Professional Services in accordance with Wis. Admin. Code ch. SPS 320.09(2)(a)2.

Adopted this 12th, day of November,

  
(Chairperson)

Attest: \_\_\_\_\_

Published: \_\_\_\_\_