

**BUILDING INSPECTOR  
RANDY SULLIVAN  
316 SO. K ST.  
SPARTA, WI 54656  
(608) 269-5858**

Clerk Hours at Town Hall      Mon. 8 a.m. to 12:30 p.m.  
   Wed. 8 a.m. to 12:30 p.m.  
   Fri. 8 a.m. to 12:30 p.m.  
Sparta Town Hall Phone        608-269-4830

**NEEDED TO ISSUE BUILDING PERMITS FOR THE TOWN OF SPARTA**

**NEW HOMES**

- 1) 2 sets of building plans from the builder/designer.
- 2) A copy of the Monroe County Zoning Permit from the Zoning Office 608-269-8737.
- 3) A copy of the County Sanitary Permit from Monroe County Sanitation Dept. 608-269-8736.
- 4) Extraterritorial Zoning Permit if within 1 ½ miles of the city limits (from Sparta Zoning Office 608-269-6509).
- 5) Heat loss calculations from the heating contractor.
- 6) Completed Wisconsin Uniform Building Permit Application. (SBD-5823) Also, Emergency # Application.
- 7) Completed erosion control worksheet.
- 8) Driveway/culvert approval from the Town. Call one of the Town Board Officers:  
Harold Lietzau, Chairman, 608-269-8736, Fred Hammes, Supervisor, 608-269-5262  
Leonard Schaitel, Supervisor, 608-269-9778

**ADDITIONS AND REMODELS**

- 1) Sets of building plans.
- 2) Copy of the land survey.
- 3) Zoning permit from Monroe County or City of Sparta ETZ.
- 4) Site evaluation from the Monroe County Health Dept. if living area increased by 25% or more.
- 5) Completed Wisconsin Uniform Building Permit Application.
- 6) Completed erosion control worksheet.

**COMMERCIAL**

- 1) State approved building plans and description of the building.
- 2) A copy of the property survey showing all buildings located on it to scale. (Include erosion control measures on a copy of the survey)
- 3) Zoning permit from Monroe County or City of Sparta in ETZ.
- 4) Monroe County Sanitary Permit.
- 5) Completed Wisconsin Uniform Building Permit Application and Emergency # Application.

6) Driveway/Culvert approval from the Town.