

BUILDING PERMIT PROCESS

VILLAGE OF MONTFORT

Building and/or zoning permits are required for most construction projects in the Village of Montfort. For more information and to get a permit contact the building inspector directly.

Mike Fenley 608-963-0652

Building Inspector

To apply for a building or zoning permit you will need the following information.

- 1. A completed application form including all owner and contractor information. (available from the building inspector)**
- 2. 2 sets of project plans and other items per project requirements.**
- 3. Site information. Lot size, distance from property lines etc.**

Once the above information is submitted to the building inspector, a plan review will be completed and additional information may be requested. Upon approval of the application and plan review, a permit will be issued. Usually within 7 days. Permit fees are determined based on the project and are due at the time of the permit issuance. Inspections will be performed at different stages throughout the project. Information on the required inspections will be given to the permittee when the permit is issued. All required inspections must be called in to the inspector and passed by the inspector before moving to the next stage of the project. A final inspection must be completed prior to occupancy of the project.